

Swavesey Parish Council

Memorial Hall Committee Meeting Minutes

Held at Swavesey Memorial Hall Meeting Room on 7th November 2006

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Present:	Cllr W Wright (WW) Cllr M Johnston (MJ) Cllr S Boylan (SB) Mrs E Kennedy (EK) Mr G Waites (GW)	Mr J Shepperson (JS) Mrs L Miller (LM) Mr P Wells (PW)
Parishioners:	0	
Recorded By:	Mrs Nicole Mullee, Committee Clerk (NM)	
Date & Time of next meeting:	16 January 2007	
Location of next meeting:	Swavesey Memorial Hall, Meeting Room	

	<u>Action</u>
1 Apologies for absence Mr C Hines(CH), Mrs C Allen (CA) & Mrs J Smart (JS)	
2 Minutes of the meetings held on 5th September 2006 The minutes of the committee meetings held on the above date were approved with no amendments.	
3 Declarations of Interest PW with regard to the quote from V J Skerry Ltd	
4 Items for Discussion 4.1 Hall Administrators Monthly Report <ul style="list-style-type: none">◆ Receipts totalling £1678.11 have been received from the hall bookings from 01/09/06-31/10/06. (about average) The bookings have picked up and all multiple booking forms for 2007 have been returned from all the user groups.◆ Cam Alarms have been out for the annual check and the fire extinguishers have had their annual test this month also.◆ Dave Martin has nearly completed the list of jobs from the last meeting and we are just waiting for the roof tile to be fixed. An extra job also happened when a leak was discovered under the ladies sink unit.◆ At the last meeting it was mentioned about contacting Paul Dawson about some signs for easier visibility for hall users. NM informed the committee these had been done by her to avoid high costs. 4.2 Complaint Letter (PW joined the meeting at 7.45pm) <ul style="list-style-type: none">◆ A copy of a letter received from Cathy Dennis was handed to all committee members with regard to an additional cleaning charge. The letter stated that Cathy had cleaned the hall to the standards required and did not see why the extra hours should be paid by her. WW & MJ both said that there had been 3 other hires from the last clean up and till the clean after Cathy's hire and did not feel the committee could justify charging the extra hours solely to Cathy Dennis. SB said that occasionally the	

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committee would have to accept that there would be additional cleaning as the hall is being hired out more. JS suggested that the cleaners should contact either NM or WW to get authorisation for the times when they feel extra cleaning is required. The committee agreed this would be the way forward and for NM to write to Cathy Dennis to clarify the matter and waive the charge.

4.3 Heating

- ◆ A copy of an estimate received from VJ Skerry Ltd had been received regarding a time delay switch and using a key system for the heating. Following a discussion it was agreed that a new quote be obtained for the lights and the heating however the main priority at the moment was to carry on with the windows project as this would be a benefit to the heating in the long run.

The current week end bookings for Nov & Dec are as follows:

- ◆ Sat 04/11 – Conservative Assoc 3-5pm & 7.30pm-11pm (**tens applied for**)
- ◆ Sat 11/11 – St Andrews Toy Sale 9am-12.30pm
- ◆ Sat 11/11 – John Morgan Daughters 16th Disco 7pm-11.30pm
- ◆ Sun-12/11- RBL 10am-10.30am
- ◆ Sat 18/11- RBL Poppy Dance 5pm-midnight
- ◆ Sun 19/11 – Kelly Papworth Children's Party 1.30pm-4.30pm
- ◆ Sat 25/11- Over 50's Xmas Bazaar 10am-5pm
- ◆ Sun 26/11- Playtimers Photographs time to be confirmed
- ◆ Sat 2/12- RBL Xmas Bingo 6.30pm-11pm
- ◆ Sat 09/12- Kelly Papworth 30th Party 6.30pm-midnight (**tens applied for**)
- ◆ Sun 10/12- Cathy Goat Children's Party 1.30pm-4.30pm
- ◆ Sun 17/12 - Playtimers Xmas Party 1.30pm-6.00pm
- ◆ Sun 31/12- Possible Cathy Goat Booking for New Year Party

5 Fire Safety Order

- ◆ NM advised the committee that on the 1st October a new Fire Safety Order came into place which now took over from the old fire safety certificate. An assessment needs to be done by a nominated person and drawn up immediately. NM & LM to meet up to discuss the layout and to finalise the document.

6 Memorial Hall Budget

6.1 Payments for this month

D S Martin	£29.38 (projector screens)
Non Domestic Rates	£68.00
Performing Rights	£77.93

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6.2 Budget Planning for 2007/2008

- ◆ NM gave a copy of a forecast proposal for 2007/2008 to the committee. WW wanted to make sure the allocation had included price increases for electricity and after a discussion it was agreed the budget would be £12500. NM & LM would meet to infill the breakdown of figures to accommodate this amount. It will then be passed to the Parish Council.

7 Memorial Hall Charity Status

- ◆ WW gave a resume of the Hilton visit to committee who could not attend the informal meeting. WW & SB explained that at Hilton they have a much easier rate charges and the charges were a lot higher than our own for one off bookings however the halls fee's for main user groups were in line with Hiltons. LK & GW explained that a few people in the village were unhappy about the hall becoming a charity due to the Roll of Honour being held in the hall. JS suggested that we ensure all the maintenance was completed first before the committee applied for a scheme. GW thought that if the facilities were improved then users would not mind paying higher charges.
- ◆ GW reported back from the snooker club that they are happy to pay hire fee's however did not agree to pay for there electric or refurbishments if this was to be the case. LM to obtain a suitable valuation fee for the snooker room and send to the charity commission for a licence with an annual fee.

8 Items for information and next meetings agenda

- ◆ LM reported that the WI had increased its Christmas lights to include some around the front of the hall which the snooker club had kindly agreed to be plugged in upstairs.

9 Date of next meetings

- ◆ The next two meetings would be held on 16th January & 27th Feb 2007

With no further business to be discussed the meeting closed at 9.49pm.

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