

# Swavesey Parish Council

## Memorial Hall Committee Meeting Minutes

Held at Swavesey Memorial Hall Meeting Room on 12 July 2005

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<b>Present:</b>	<b>CLlr R Owen (RO)</b> <b>CLlr W Wright (WW)</b> <b>Mrs J Smart (JSm)</b>	<b>Mrs E Kennedy (EK)</b> <b>Mr C Hines (CH)</b>
<b>Parishioners:</b>	<b>0</b>	
<b>Recorded By:</b>	<b>Mrs Claire Mott, Committee Clerk (CM)</b>	
<b>Date &amp; Time of next meeting:</b>	<b>13 September 2005, 7.30pm</b>	
<b>Location of next meeting:</b>	<b>Swavesey Memorial Hall, Meeting Room</b>	

	<u>Action</u>
<b>1 Apologies for absence</b> Playtimers representative, Mrs S Ellington (SE)	
<b>2 Election of Chairman</b> RO resigned as Chairman. EK & RO proposed WW as Chairman. WW accepted the nomination and was elected Chairman.	
<b>3 Re-election of all Co-opted Committee Members</b> SE, EK, CH & JSm were re-elected as co-opted members. As Karina Wilson from Playtimers had resigned it was agreed that a new representative from Playtimers will be co-opted at the next meeting.	
<b>4 Minutes of the meeting held on 10 May 2005</b> The minutes of the Committee Meeting held on 10 May 2005 were approved with no amendments.	
<b>5 Declaration of Interest</b> None.	
<b>6 Items for discussion</b>  <b>6.1 Hall Administrator's Monthly report</b> Receipts totalling £966.58 were received from hall bookings from 02/05/05- 01/07/05.  Due to a clash of holiday dates between the CM and Linda Miller, it was agreed that WW would be the emergency contact whilst CM was on annual leave. CM to put a notice on the website and leave a message on the answer phone with the emergency contact number.  Weekend bookings for Jul/Aug 05 notified to SCDC Licensing Officer and the Committee:  Sat 2/7 – Women's Institute 9am – 3pm Sat 9/7 – St Andrew's Church Fete ( <i>if it's raining</i> ) Sun 24/7 – Children's Party – 3pm – 5pm – Jane Hackshaw	<b>CM</b>        <b>CM</b>
<b>6.2 Changes to the Licensing Act 2003 - Update</b> CM noted that TENs will be required for all bookings not covered under the Memorial Hall's Premises Licence after 24 November 2005. There are currently 4 booking in the diary after this date that will require a TEN. It was noted that SCDC will inform us what information	

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<p>will be required from us to process the TENs applications as soon as the information is made available to them.</p> <p><b>6.3 Memorial Hall Charity Status - Update</b> RO attended a CALC Charity Trustee Workshop. RO noted that the possible way forward on this issue was to set up a new charity 'The Memorial Hall Trust' (amalgamating the Memorial Hall with the George Long Charity). The Parish Council would become the Custodial Trustees and the Memorial Hall Committee will become the Managing Trustees who will have the financial responsibility for running the hall. In this way the Parish Council will still be able to financially support the hall and they will also have responsibility for the land and the car park. The Memorial Hall Trust will benefit from a reduction in the business rates and will be able to apply for grants towards maintenance.</p>	
<p><b>7 Review of the Terms of Reference for the Memorial Hall Committee</b> The current Terms of Reference were reviewed and approved with no amendments.</p>	
<p><b>8 Building Maintenance</b></p> <p><b>8.1 Replacement Windows – update</b> CM had contacted Cambridge City Council to check if the Memorial Hall will fall within their government remit to only supply windows to local government buildings. They will investigate this and, if they are able to supply new windows, CM will arrange to meet with them and get a quotation for replacement PVC-u windows.</p> <p><b>8.2 Window Cleaning Cost Approval</b> AJ Mullally's quote of £30 for cleaning the Memorial Hall windows was approved. CM to arrange for the windows to be cleaned. It was proposed that CM to ask AJ Mullally if he can clean the windows 4 times a year for the annual amount of £100.</p>	<p>CM</p> <p>CM</p>
<p><b>9 Memorial Hall Budget – update</b></p> <p><b>9.1 Budget figure for the first quarter 05/06</b> CM circulated copies of the latest Memorial Hall budget figures for information. It was noted that receipts are in line with last year.</p>	
<p><b>8 Correspondence</b> CM received a letter from Mrs Lucy Fairweather detailing the problems that she encountered with the car park when hiring the hall on Sunday 12 July 05. It was noted that the disabled parking spaces at the front of the hall were being used by local residents therefore one of her disabled guests was unable to park there. CM to arrange for a notice to go into the Meridian Magazine asking local residents not to park in the disabled spaces. It was agreed that this matter should be referred to the Parish Council if further action is needed.</p>	<p>CM</p>
<p><b>9 Items for Information and next meeting agenda</b> There were no items for information or the next agenda.</p>	
<p><b>8 Date for next meetings</b> 13 September 05 &amp; 7 November 05</p>	

There being no further business the meeting was declared closed at 8.10pm.