

Swavesey Parish Council

Memorial Hall Committee Meeting Minutes

Held at Swavesey Memorial Hall Meeting Room on 13 September 2005

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Present:	Cllr W Wright (WW) Mrs S Ellington (SE) Mrs J Smart (JSm)	Cllr J Shepperson (JS) Mrs E Kennedy (EK) Mrs K Meacham (KM)
Parishioners:	0	
Recorded By:	Mrs Claire Mott, Committee Clerk (CM)	
Date & Time of next meeting:	8 November 2005, 7.30pm	
Location of next meeting:	Swavesey Memorial Hall, Meeting Room	

	<u>Action</u>
1 Apologies for absence Mr C Hines (CH)	
2 Minutes of the meeting held on 12 July 2005 The minutes of the Committee Meeting held on 12 July 2005 were approved with no amendments.	
3 Declaration of Interest None.	
4 Items for discussion 6.1 Hall Administrator's Monthly report Receipts totalling £352.40 were received from hall bookings from 02/07/05- 01/09/05. CM noted that everything was running smoothly at present. There had been an increase in bookings and enquiries for September – December and at present there were only 7 dates in all of September that did not have any bookings. CM also noted that as a result of the St Ives Dogs Club booking the hall is now in use by local clubs/organisations every day Monday – Friday. All agreed that this was a good improvement. Weekend bookings for Sept/Oct 05: Sat 17/9 – St Andrew's Jumble Sale 10.30am – 12.30pm Sat 24/9 – Children's Party – 1.30pm – 4.30pm – Caroline Bradshaw Sat 24/9 – Retirement Party - 5pm – Midnight – Beverley Mannion Sat 16/10 – Children's Party – 9.30am – 1.30pm – Amy Turner 4.2 Amendment to Multiple Booking Form The amendments to the Multiple Booking form were approved.	
5 New Regular Booking St Ives (& Huntingdon) Dogs Club (SIDTC) CM informed the Committee that the St Ives (& Huntingdon) Dogs Club had booked the hall as a regular user on Tuesdays and Thursdays for 4 hours on both evenings. SIDTC requested permission to install an additional kitchen cupboard to store paperwork etc. All agreed that this was OK as long as it matched in with the existing cupboards. They also requested permission to install additional shelving in the store room for their equipment, which was also approved. It was noted that the shelving must be high enough for the existing chairs to fit underneath.	

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<p>SIDTC will pay the costs involved in installing the cupboard and shelving. CM to notify SIDTC of these decisions.</p> <p>CM noted that SIDTC have approached Dustbusters to carry out an additional clean on Tuesdays and Thursdays after their class to ensure that the cleanliness of the hall is in no way compromised by the booking. Dustbusters will charge £15 per clean for this service and SIDTC have agreed to pay this additional cost.</p> <p>CM to invite a member of the SIDTC to join the MHC.</p>	<p>CM</p> <p>CM</p>
<p>6 Memorial Hall Charity Status</p> <p>Linda Miller provided a report on the Memorial Hall Charity Status having attended a CALC workshop on Charity Trustees and Charity Law, in July. LM reported that the recommended way forward was for the Hall to be registered as a Charity, with the Parish Council as the Custodian Trustees and the Hall Committee Members as the Managing Trustees.</p> <p>JS noted that at present the MHC members can step down if they want and co-op another rep from their club and if the Hall Committee were to become the Managing Trustees then Trustees have a far greater responsibility. SE noted that Trustees would need to ensure that if there was a down-turn in income they would not be liable for any financial loss.</p> <p>LM will contact the Charity Commission to find out what the next stage is and report back at the next hall meeting in November</p>	<p>LM</p>
<p>7 Memorial Hall Budget</p> <p>7.1 Electricity Price Rise</p> <p>It was noted that there is to be an increase in the price of our electricity. CM to request copies of the electricity bills from Linda Miller and calculate the implication of this price rise for 2006/7 budgeting purposes.</p> <p>7.2 Payments for this month</p> <p>£173.18 - Powergen - Electricity May – July 05 £275.00 - Dustbuster - Cleaning July (5 weeks) £18.60 - Dustbuster - Consumables July £42.60 - Kilborn & Sons – Repair to the consumer unit</p>	<p>CM</p>
<p>8 Correspondence</p> <p>CM received a request from Mrs Corrine Smart asking whether the hall committee would consider charging her new business 'Messy Monsters' the concessionary rate (Group 5) rather than the commercial letting rates. The booking will be regular booking for 3 hours per week. Following a discussion it was agreed that as Mrs C Smart was a Swavesey resident and the classes would be run for local children then the concessionary rate (Group 5) could apply. CM to notify Mrs Smart of this decision.</p>	<p>CM</p>

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<p>9 Items for Information and next meeting agenda SE noted that the WI are commemorating 90 yrs this year and one of the suggestions for marking this event is to replace the existing village notice board outside the Memorial Hall. All agreed that if the WI decided that they would like to go ahead with this suggestion then there were no objections, however it was agreed that final approval would need to be sought from the Parish Council. CM to request that Linda Miller include this on the next Parish Council agenda.</p>	<p>CM</p>
<p>8 Date for next meetings 8 November 05 & 10 January 06</p>	

There being no further business the meeting was declared closed at 8.45pm.