

# Swavesey Parish Council

## Memorial Hall Committee Meeting Minutes

Held at Swavesey Memorial Hall Meeting Room on 14<sup>th</sup> March 2006

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**Present:** Cllr W Wright (WW) Cllr J Shepperson (JS)  
 Cllr S Ellington (SE) Mrs L Miller (LM)  
 Cllr M Johnson (MJ) Mrs C Allen  
 Mr P Wells (PW) Mr C Hines

**Parishioners:** 0

**Recorded By:** Mrs Nicole Mullee, Committee Clerk (NM)

**Date & Time of next meeting:** 6 June 2006, 7.30pm

**Location of next meeting:** Swavesey Memorial Hall, Meeting Room

	<u>Action</u>
<p><b>1 Apologies for absence</b>            Mrs J Smart (JS), Mrs E Kennedy(EK)</p>	
<p><b>2 Minutes of the meeting held on 10<sup>th</sup> January 2006</b>            The minutes of the Committee Meeting held on 10th January 2006 were approved with no amendments.</p>	
<p><b>3 Declaration of Interest</b>            None.</p>	
<p><b>4 Items for discussion</b></p> <p><b>4.1 Hall Administrator's Monthly report</b>            Receipts totalling £1240.31 were received from hall bookings from 01/01/06- 28/02/06.</p> <p>NM noted that two new toilet roll holders had been purchased due to existing ones being taken from the Ladies toilets. A new fan heater in the main hall had also replaced an existing one in the main hall as it was not cost effective to fix.</p> <p>NM noted that the Electric bill was at it's all time highest and bookings are on the increase however NM had put new posters up and reminded group users about the heating. There had been a couple of complaints re the heating and thus NM &amp; LM had found out that some users had been switching the mains off in the cupboard. MJ suggested a poster to be put on the cupboard saying "Do not enter this cupboard unless authorised to do so"</p> <p>Following the last committee meeting NM reported that contact had been made with Playtimers about a representative attending the meeting and a newsletter within that group has been sent out for the request. Copy was handed round at the meeting.</p> <p>CH reported that the store cupboard was still untidy and WW agreed the committee would look round it after the meeting.</p> <p><b>4.2Hire Agreement Form            (Mr Wells joined the meeting at 7.50pm)</b></p> <p>NM noted that she had been approached by Alan Morris with regards to a tick box being put on the hire agreement form to say" if a public event would you like this put in the meridian magazine". It was agreed to amend the form for this. NM to change</p>	<p style="text-align: right;"><b>NM</b></p> <p style="text-align: right;"><b>NM</b></p>

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<p><b>4.3 Charges for setting up time</b></p> <p>NM noted that some users were going into the hall and setting up for events the next day when NM was not aware and thus not being charged. Also that a couple of events had wanted to set up in the afternoon of a week end stopping any further bookings. After a lengthy discussion it was agreed that on a Saturday they would be charged the hourly rate applicable and for setting up on a Friday night they could phone NM the Monday prior to the event to see if the hall was free and a nominal charge would be paid. The committee agreed that this needed wording onto the hire agreement form. A new hire agreement form would be brought to the next meeting for approval.</p>	
<p><b>4.4 Meridian Quilters</b></p> <p>NM reported that Sylvia Briggs had contacted her to ask if an exhibition they are doing in September could stay up on the Saturday night. NM raised the issue that the hall would be able to be booked by others and to put to the committee a time for the Quilters to be charged up to on the Saturday night. NM proposed 10pm and this was agreed. NM to contact Sylvia with this outcome.</p>	<p><b>NM</b></p>
<p><b>4.5 Outside Lights</b></p> <p>NM &amp; WW noted that Kilborns did come out to do a quote but it didn't bare any resemblance to our discussion. NM had contacted PW to ask to fix the rear floodlight as a complaint had been made re a child hurting himself. PW had quoted £92.70 &amp; vat to change the two other outside lights by the kitchen door to dawn to dusk lights. PW will also look at the electrics in the meeting room to source where the noise is coming from and check the heaters.</p>	<p><b>PW</b></p>
<p><b>4.6 Chairman's Report</b></p> <p>A reminder to the chairman that a report will be required at the Annual Parish Meeting on the 4<sup>th</sup> April 2006.</p> <p>WW at this point also asked that a thank you letter be sent to Mr B Todd for fixing the toilet roll holders up and adjusting the ladies toilet door. NM to send this.</p> <p>The current weekend booking information for March, April &amp; May 06 are:</p> <ul style="list-style-type: none"><li>Sat 04/03 – Ramblers Association 1.30pm-4.30pm</li><li>Sat 11/03 – Charity Event Aerobics 9.30am-11.30am</li><li>Sat 18/03 – St Andrews Jumble Sale 9.00am-12.00pm</li><li>Sat 18/03- Conservative Ass Spring Step 3pm-11pm</li><li>Sat 25/03 – W I Meeting 9am-3pm (Meeting room)</li><li>Sat 25/03 – Over 50's Bazaar 10am-5pm</li><li>Sat 25/03 - RBL Quiz Night 7pm-10pm</li><li>Sat 01/04 - Children's Disco Party 6.30pm-10.30pm Linda Prettyjohns</li><li>Sun 02/04- Cambs Lupus Meeting 1pm-4pm</li><li>Sun 02/04- Children's Party 6pm-9pm Simone Borley</li><li>Sat 22/04- Camera Club 9am-6pm</li><li>Sat 13/05- RBL Dance 7pm-Midnight</li></ul>	<p><b>NM</b></p>

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<p><b>5 Risk Assessment Report</b></p> <p>WW &amp; NM did the review in February. The main item was to fix new posters around the hall with regard to health &amp; safety this has been done. Also the stacking of chairs appeared to still be a problem. JS suggested that some of the Dogs club equipment could be stored in the small cupboard under the stairs.</p>											
<p><b>6 Memorial Hall Charity Status</b></p> <p>LM reported that on 7<sup>th</sup> March LM &amp; WW attended a Trustees workshop given by Cambs Centre for Voluntary Services. LM continued by saying that CCVS would also be able to meet with the committee to discuss trustee liability. The committee wished to recommend to the parish council at their March meeting to apply for a draft scheme. Once this has been received CCVS should be asked to attend a committee meeting to discuss the draft scheme. LM to contact the Snooker Club to inform them of the situation.</p>	<b>LM</b>										
<p><b>7 Memorial Hall Budget</b></p> <p><u>Payments for this month</u></p> <table><tr><td>Powergen (Electricity)</td><td>£536.31</td></tr><tr><td>B J Waller</td><td>£ 27.70</td></tr><tr><td>Admin(copying/broadband)</td><td>£14.90</td></tr><tr><td>Toilet Roll Holders</td><td>£7.94</td></tr><tr><td>Contract Cleaners</td><td>£353.20</td></tr></table> <p>LM noted that we had had a 50% reduction on the non domestic rates for the hall. The bill for the year is only 676.17, it had been budgeted at 1300.00 which is a big saving and will help towards the rising costs of the electricity.</p> <p>The insurance policy is due the 1<sup>st</sup> April with the cost being 1639.00, LM reported that the loss of revenue had been increased to cover 7000.00 causing a slight increase in premium.</p>	Powergen (Electricity)	£536.31	B J Waller	£ 27.70	Admin(copying/broadband)	£14.90	Toilet Roll Holders	£7.94	Contract Cleaners	£353.20	
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<p><b>8 Windows</b></p> <p>Quotes were given to all Committee members for perusal. It clearly shows that it will cost treble the amount for wooden windows to be installed. JS said that we should argue against this as the rest of the hall has UPVC aswell as the houses opposite. The committee recommended that the parish council apply for planning permission for UPVC. LM noted that when planning permission has been agreed the committee will need to look at the layout for the fire exit doors, the window openings and obscured glass.</p>											
<p><b>9 Items for information and next meetings agenda</b></p> <p>PW has given WW a remote doorbell to try out in the hall.</p> <p>LM reported that the police are aware of the two supposedly abandoned cars in the car park and were trying to get them moved, WW said this should be a Parish Council agenda item.</p>											
<p><b>10 Date of Next Meeting</b></p> <p>6th June 2006</p>											

There being no further business the meeting was declared closed at 9.20pm