

Swavesey Parish Council

Memorial Hall Committee Meeting Minutes

Held at Swavesey Memorial Hall on 14 September 2004

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Present:	Cllr R Owen (RO) Cllr J Shepperson (JS) Mrs S Ellington (SE) Mrs L Miller (LM)	Cllr W Wright (WW) Mrs E Kennedy (EK) Mrs S Smith (SS) Mr C Hines (CH)
Parishioners:	7	
Recorded By:	Mrs Claire Mott, Committee Clerk (CM)	
Date & Time of next meeting:	9 November 2004, 7.30pm	
Location of next meeting:	Swavesey Memorial Hall	

	<u>Action</u>
1 Apologies for absence Cllr M Johnston (MJ), Ms K Wilson (KW)	
2 Minutes of the meeting held on 13 July 04 The minutes of the Committee Meeting held on 13 July 2004 were approved with no amendments.	
3 Declaration of Interest None	
4 Visit from Sovereign Management Mr Daryl Martin, a Charity Specialist attended the meeting on behalf of Sovereign Management, to discuss the problems the Parish Council are having with the Charity Commission, regarding the George Long Charity and the Memorial Hall. It was stated that, at present, the Memorial Hall is run and funded by the Parish Council. However, the Charity Commission are insisting that, as the Memorial Hall is run as a charity, it must be registered and have separate accounts from the Parish Council. It was noted that even though many people feel that this should not happen, the Charity Commission have stated that this change must happen and that the hall is being run illegally at present. Mr Martin commented that the systems currently in place for the management and running of the hall are extremely good. The Charity Commission's aim is to legalise it to protect both the trustees and the users of the hall. Suggestions of possible ways forward were discussed and it was decided that Mr Martin would contact the Charities Commission to discuss the following suggestion: <ul style="list-style-type: none">• The Parish Council to be the Custodial Trustee of the Memorial Hall Land and Building• All 11 Parish Councillors to be ordinary or managing Trustees• The Parish Council, as the landlord, will have financial responsibility for maintaining the Hall and Land (which would be funded out of the village precept)• A management committee would be set up (similar to the current Memorial Hall Committee) to manage the day –to-day running of the Hall e.g bookings, cleaning• The management committee would receive an annual grant from the Parish Council towards the running costs of the hall (i.e. cleaning contracts, electricity etc). LM will contact CALC to discuss whether Local Authority legislation would allow the Parish Council/Councillors to be Trustees.	LM

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5 Items for discussion

Co-option to the Committee – Nomination from the Royal British Legion

A nomination for a new member on the Hall Committee had been received from the Royal British Legion – Mr Clive Hines. It was proposed and unanimously agreed to co-opt the nominee onto the committee.

5.1 Hall Administrator's Monthly report

Receipts totalling £462.50 have been received from hall bookings from 13/07/04- 01/09/04.

J Kilborn & Son have carried out the necessary electrical work in accordance to the Fire Inspection report.

CM noted that due to the problems with the diffusers on the lights in the main hall being unsafe, all had been removed leaving the actual fluorescent tubes showing.

Weekend bookings for 14 Sept - 9 Nov 04 notified to SCDC Environmental Health, the Licensing Officer and the Committee:

- Sat 18/9 – St Andrew's PCC Jumble Sale – 9am – 12 noon
- Sat 18/9 – French Class 9.30am – 10.30am (Meeting Rm, regular weekly booking)
- Sat 18/9 – Children's Disco 7.30pm – 9.30pm – Mrs C Cockram
- Sat 25/9 – RBL Quiz Night 7pm – 10pm
- Fri 1/10 – Children's Disco 6.30pm – 9.30pm – Mrs M Ambrose
- Sat 2/10 – Swavesey Institute FC Disco – 7.30pm – 12 midnight
- Sat 9/10 – Children's Party 2pm – 4.30pm – Mrs J Christian
- Sun 10/10 – Children's Christening Party 12noon – 4.30pm – Mrs J Nicholson
- Sat 16/10 – Children's Disco 6.30pm – 9.30pm – Mrs H Murray
- Sat 30/10 – WI Craft Day 9.30am – 4pm
- Sat 6/11 – Over 50's Bazaar 9am – 5pm

5.2 Playtimers Key Holder

CM had received a request from Playtimers to change to their current key holding arrangement from one main key holder to 9 named people (3 from each session) being able to collect a key from the Newsagents. Following a discussion it was decided that there should be no change to their current arrangement. CM to notify them of this decision.

CM

5.3 Fire Officer's Advice

Following Linda Miller's meeting with the Fire Officer Mr Firth on 15 July, it was noted that the Fire Officer would not allow a gate to be installed in the corridor, as a toddler security measure, as this is a fire exit route. He stated that from a fire risk point of view there was no problem with the front door being propped open, however 'we should be mindful of the neighbouring properties and the effect of the event upon them'.

5.4 Draft Statement of Licensing Policy from SCDC

LM noted that there is to be a new Licensing Act coming into effect in February 05, which will replace the current Public Entertainments Licence. South Cambs District Council will administer the new Entertainments License. It was stated that we will only have to apply for this new Entertainments Licence once every 10 years and not annually, as at present. Also it was noted that the Hall. Along with other similar premises, will only have 12 liquor licences granted in it during a 12 month period.

5.5 Contract Cleaning Renewal

CM noted that Interclean have been asked to tender for the Cleaning Contract for 2005/6. WW suggested inviting the contract cleaner Chris Taylor of Wallman's Lane, Swavesey to tender. CM to obtain as many tenders as possible to ensure value of money. It was agreed that the current cleaning schedule be amended to include the replenishing of toilet rolls as necessary.

CM

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<p>5.6 Cleaning and Polishing of floors Interclean quoted for cleaning, scrubbing and sealing all hard floor surfaces: £165 + VAT for corridor, kitchen and toilet areas, £250 + VAT for main halls. CM to obtain further quotes from other cleaning companies.</p> <p>5.7 Swavesey Snooker and Billiards Club It was agreed that CM will arrange a meeting between the Snooker Club and the Chairman of the Hall Committee to discuss the issues of a financial contribution, prior to the next Hall Committee Meeting.</p> <p>5.8 Meeting Room Flyer CM circulated copies of a proposed flyer advertising the Memorial Hall meeting room. It was agreed that the wording should be amended to include:-</p> <p><i>that is was newly built in 2003, has disabled facilities and have a map on the reverse.</i></p> <p>CM to mail the flyer to all local businesses, the local councils and any other training providers.</p> <p>5.9 Aerobics Class letter of complaint It was agreed that CM's response to the correspondence had answered all of the necessary points and that the committee had no further comments to add. It was noted that the correspondence stated the class would resume on the 7 Sept 04. The Hall Administrator had not been notified of any cancellation beyond this date, but is aware that the class has been cancelled until further notice. CM to write to Mrs Cornwall informing her that she must give notice of any cancellations, otherwise charges will be made for the dates booked regardless of whether or not they are used and that the hire charge arrears of £93.44 must be paid immediately.</p> <p>5.10 Payments for this month No payments had been made this month.</p>	<p>CM</p> <p>CM</p> <p>CM</p> <p>CM</p>
<p>6 Hire of Tables and Chairs It was agreed that anyone wishing to hire the Memorial Hall tables and chairs must be from within the village. They must hire the hall and will be charged at the normal hire charge rate. The normal deposit of £100 must be taken.</p> <p>Mr W Smart gave a donation of £10.00 for the recent use of some chairs from the hall</p>	
<p>7 Priority of Refurbishment Work LM noted that there was nothing to report on this item.</p>	
<p>8 Correspondence CM circulated copies of the correspondence received from the Conservative Association, the Royal British Legion and B and H Designs.</p> <p>Replacement Cooker replies: 5 Replacement Cooker donations to date: £60</p>	
<p>9 Items for information and next meeting agenda No items received.</p>	

There being no further business the meeting was declared closed at 9.50pm.