

Swavesey Parish Council

Memorial Hall Committee Meeting Minutes

Held at Swavesey Memorial Hall on 04 May 2004

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Present: Cllr M Johnston (MJ) Cllr R Owen (RO)
Cllr J Shepperson (JS) Mrs S Ellington (SE)
Mrs S Smith (SS) Mrs E Kennedy (EK)
Mrs L Miller - Parish Clerk (LM)

Parishoners: None

Recorded By: Mrs Claire Mott – Committee Clerk/ Memorial Hall Administrator (CM)

Date of next meeting: 8 June 2004

Time of next meeting: 7.30pm

Location of next meeting: Swavesey Memorial Hall

	<u>Action</u>
1 Apologies for absence None received	
2 Election of Committee Chairman MJ & JS proposed RO as Chairman. RO accepted the nomination and was elected Chairman.	
3 Minutes of the meetings held on 12 January 04 and 1 March 04 The minutes of the Committee Meetings held on 12 January & 1 March 2004 were approved.	
4 Declaration of Interest None	
5 Items for discussion (i) Hall Administrators Monthly report <ol style="list-style-type: none">1. Payments totalling £331.17 had been received from 01/04/04 – 04/05/04.2. A complaint had been received on 16/4/04 that, although Playtimers have their own key to the hall, a member of their group requested the key from Swavesey Newsagents. CM to write and inform them that this is not allowed.3. The contract cleaners had reported a minor flood in the ladies toilets, this is to be monitored and action taken if necessary.4. Environmental Health had been notified of the weekend evening bookings for May 2004. RO noted that details of all evening bookings, not just weekend bookings, had been requested.5. Following the previous meeting the group booking form had been amended to include setting up time and clearing away time. Alan Morris (Meridan Magazine) had requested a column to be added to give permission for the event to be included in the Meridian Magazine's Major Events List. It was felt that adding this task to the responsibilities of the Memorial Hall Administrator was not appropriate, as if an event was missed from being notified to the Meridian Magazine, it should not be the responsibility of the Hall Administrator. Clubs should inform the Magazine themselves	CM

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<p>(ii) Co-option to the Committee – Nomination from Playtimers A nomination for a new Member on the Hall Committee had been received from Playtimers – Mrs Caroline Bradshaw. It was proposed and unanimously agreed to co-opt the nominee onto the committee.</p> <p>It was noted that due to the resignation of Mrs V Ladds, another Parish Councillor will need to be elected at the next meeting.</p>	
<p>(iii) Replacement Cooker SE circulated details of a proposed replacement cooker. The approximate cost of purchasing and installing the cooker would be £800. It was noted that alterations would need to be made to the cupboards surrounding the cooker. The current usage of these cupboards needs to be assessed and re-arrangements agreed.</p> <p>It was agreed that a letter should be sent to all regular users of the hall asking for a donation towards the cost by the end of June 04.</p>	CM/LM
<p>(iv) Information/Literature Holders Mrs Miller circulated examples of literature holders and agreed to obtain exact costings. It was suggested that these literature holders should be located in the main corridor to make them accessible to all hall users.</p> <p>It was proposed that Swavesey Camera Club could exhibit local photographs in the main corridor and meeting room. This was agreed in principal, but further discussions will need to take place with the Camera Club.</p>	LM
<p>(v) Over 50's Letter The Over 50's Club had requested hire of the hall free of charge for a charity event. Following a discussion it was agreed that no concession would be given and normal hire charges will be applied. It was noted however that the Over 50's Club can apply to the Parish Council for a grant to cover the cost of hire.</p>	CM
<p>(vi) Keys/Newsagents Problems had been noted with the current key collection list held at Swavesey Newsagents. CM circulated an amended key collection template, which was agreed.</p>	
<p>(vii) Snooker Room It was noted that no payments had been received from the Snooker Club following a previous request for contributions towards the running cost of the hall. It was agreed that CM would write to them and invite a representative from the Snooker Club to the next Hall Committee Meeting to discuss this issue.</p>	CM
<p>(viii) Playtimers It was agreed that Playtimers must pay the new hire charges and if they have insufficient funds to do this, then they must send the Parish Clerk copies of their accounts and formally request a grant from the Parish Council. This will then be put to the Parish Council for approval. Mr Owen agreed that he would be happy to meet with a representative of Playtimers to help them with this process.</p>	RO/CM

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<p>6 Maintenance, Health & Safety Items</p> <p>(i) Fire Inspection Following the recent Fire Inspection the following issues were raised:</p> <ul style="list-style-type: none">• The two doors leading from the kitchen into the large hall are currently inadequate and need replacing with 30min self closing fire doors. Quotations to be obtained for both, replacement doors, and amending the current doors as per the fire inspector's recommendations.• The Fire Exit sign at the end of the main corridor is to be removed and the Fire Exit above the main exit needs to be changed from non-maintained to a maintained unit.• It was agreed that the designated assembly point is to be at the rear of the car park (Wallman's Lane end) <p>(ii) Public Entertainments Licence LM has applied for the Public Entertainments Licence and is awaiting the new licence. It was noted that a letter has been received from Mr Adam Swain regarding an incident with a local resident who had complained about the noise level, however there has been no contact from Environmental Health regarding this incident.</p> <p>(iii) Replacement tubes for lights in the main hall Due to the fact that Kilborn Electrical are unwilling to change the strip light bulbs in the main hall it was decided that quotations should be obtained from other local electricians.</p>	<p>CM</p> <p>CM</p> <p>CM/LM</p>
<p>7 Hall Refurbishment</p> <p>A quotation had been received for replacing the remaining windows. The costs were £9,215 for replacement PVCu windows & £27,431 for replacement wood windows. Following a discussion with the Conservation Officer and LM it was agreed that, although ideally wooden replacement windows would be the preferred option, because the hall is in a conservation area, in principal PVCu windows would be OK, as the new extended section of the hall already has PVCu windows. It was agreed that further quotations will need to be obtained.</p> <p>MJ suggested that due to the disruption that will be caused when installing new windows, other necessary work i.e. ceiling/ lights/electrics should all be done at the same time, budget permitting. It was agreed that quotations for all the work should be obtained and investigated further.</p>	<p>LM</p> <p>LM</p>
<p>8 Memorial Hall Budget</p> <p>LM circulated copies of the 2004/05 budget. A quarterly report will be given to CM.</p> <p>The Parish Council currently subsidise the running of the hall by approximately £4000. It was agreed that there is a need to raise awareness of the Memorial Hall facilities to local companies through a promotion campaign, with the aim of reducing this subsidy from the Parish Council.</p> <p>No payments had been made this month.</p> <p>LM requested a monthly expenditure limit for the committee clerk to use for emergency items. It was agreed that this will need to be included in the Financial Regulations and approved by the Parish Council at the next Parish Council Meeting.</p> <p>It was agreed that CM could purchase a mobile phone for use by the Hall Administrator.</p>	<p>LM</p> <p>CM</p>

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9 Correspondence No correspondence had been received this month.	
10 Items for next meeting agenda <ul style="list-style-type: none">• George Long Charity – LM to report on progress• Tour of Hall to inform committee of the location of the hall utilities & emergency procedures.	

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