

Swavesey Parish Council

Memorial Hall Committee Meeting Minutes

Held at Swavesey Memorial Hall on 08 June 2004

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Present: Cllr Martin Johnston (MJ) Cllr Richard Owen (RO)
 Cllr John Shepperson (JS) Mrs Sue Ellington (SE)
 Mrs Shirley Smith (SS) Mrs Elisabeth Kennedy (EK)
 Mrs Linda Miller - Parish Clerk (LM) Mr Warren Wright (WW)

Parishoners: 9 (Agenda item 4(i) only)

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

Date of next meeting: 13 July 2004

Time of next meeting: 7.30pm

Location of next meeting: Swavesey Memorial Hall

	<u>Action</u>
<p>1 Apologies for absence None received</p>	
<p>2 Minutes of the meetings held on 4 May 04 The minutes of the Committee Meeting held on 4 May 04 were approved.</p>	
<p>3 Declaration of Interest None</p>	
<p>4 Items for discussion</p> <p>(i) Playtimers</p> <p>Representatives from Playtimers attended the meeting to discuss the issue of increased hire charges. A spokesperson from Playtimers outlined that although they have sufficient funds to pay for the increase in hire charges they do not feel that an increase is justified. They felt that due to the fact there have been problems with heating over the winter of 2003/4 and the cleanliness of the hall was sub-standard the increase in hire charge was unfair. The reasons for the increase in hire charges were discussed and it was suggested that if Playtimers had a representative on the Hall Committee they would be aware of all the decisions regarding the running of the hall. Playtimers noted that the person previously nominated and co-opted (Caroline Bradshaw) was unable to become a member of the committee. Karina Wilson was proposed and it was agreed to co-opt her onto the committee.</p> <p>Their objections were noted and it was proposed that as they have a genuine grievance with the condition of the hall in January 2004, the Hall Committee would recommend to the Parish Council that the hire charges for January 04 (£93) be waived.</p> <p>It was noted that should Playtimers find itself in financial difficulty as a result of the increased hire charges, then the Hall Committee would fully support an application to the Parish Council for a grant towards the running costs of the club.</p> <p>After discussing the above issues the representative from Playtimers left the meeting and Karina Wilson remained at the meeting as a co-opted member of the committee.</p> <p>CM to write to Playtimers confirming the above decision.</p>	CM

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<p>(ii) Hall Administrator's Monthly Report CM had received a complaint regarding the condensation problem in the hall when there is a disco. This is due to the fact that windows and doors need to be kept shut for noise reduction. It was noted that the ventilation issues will be addressed as part of the hall refurbishment.</p> <p>It was noted that there was a leak in the ladies toilets on 12 May 04, which was fixed the same day.</p> <p>(iii) Cleanliness of Hall by Hirer and Level of Service from Interclean It was noted that current instructions to the hirer regarding the condition that the hall should be left in are unclear and in some cases contradictory. It was agreed that the instructions should be amended to inform the hirer that they are responsible for providing their own consumable cleaning materials and must remove all their rubbish at the end of the hire. It was agreed that JS should purchase a large broom of sufficient size for sweeping the hall, as the current broom is insufficient for its purpose.</p> <p>It was agreed that CM should write to all of the regular users to remind them of the condition that they are expected to leave the hall in following each hire.</p> <p>CM expressed concerns at the level of service currently being received from Interclean. It was agreed that the situation should be monitored and that the contract should be reviewed and put out to tender on an annual basis.</p> <p>Correspondence had been received from Mrs Wagstaff complaining about the condition they found the hall in prior to hiring it on 23 May 04. It was agreed that the Hall Committee will recommend to the Parish Council a £10 refund as an apology for the inconvenience it had caused. CM to write to Mrs Wagstaff to apologise on behalf of the Hall Committee and inform her of the decision made.</p> <p>(iv) Public Entertainments Licence There has been no response from Myles Bebbington (South Cambs DC) regarding the renewal of the Public Entertainments Licence.</p> <p>(v) Report from Chairman to the Parish Council It was agreed that RO should send a report to the Parish Council on a quarterly basis outlining the decisions made by the Hall Committee.</p> <p>(vi) Payments for this month A payment of £30.56 was made to DS Martin for fixing the leak in the ladies toilets on 12 May 04.</p> <p>(vii) Broadband for the Hall Administrator It was agreed that as the Hall Administrator is required to update the Memorial Hall webpage, the Parish Council would pay the difference between her current dial-up subscription (£12.49) and the required 600k Broadband subscription (£25).</p>	<p>CM JS CM CM RO</p>
<p>5 Review of Current Terms of Reference It was agreed that there are no amendments to the current Terms of Reference.</p>	
<p>6 George Long Charity LM noted that there had been no further progress with this issue, however she would be contacting an independent examiner for assistance on this matter.</p>	<p>LM</p>

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<p>7 Tour of the Hall for familiarisation of utilities This was led by LM and took place at the end of the meeting.</p>	
<p>8 Amendments/ New Instructions to Hirers CM noted that the volume of paperwork sent out with each hire discourages thorough reading and suggested that an A5 leaflet covering all of the necessary information would encourage hirers to read this information more thoroughly. CM suggested that this should include a feedback form to help improve the service we provide. All agreed.</p> <p>It was suggested that a ring binder containing all of the hire instructions should be located in the kitchen. This needs to include the instruction that in the event of a fire 999 will need to be dialled as the fire alarm is not connected to the fire station.</p>	<p>CM</p> <p>CM</p>
<p>9 Correspondence No correspondence, other than that already discussed, had been received.</p>	
<p>10 Items for information and next meeting agenda</p> <ul style="list-style-type: none">• EK requested that posters advertising for 'First Responder's' an initiative connected with MAGPAS be displayed on the hall notice boards.• JS suggested that Swavesey Snooker & Billiards Club should be invited to a Hall Committee meeting to discuss a contribution towards the running of the hall. CM to circulate all relevant paperwork before the next meeting.• MJ noted that the bolt at the bottom of the main door was broken. CM to arrange repair.• SE enquired about the progress of the Replacement Cooker letter to all regular users. CM noted that due to current work levels no progress had, as yet been made and requested that the deadline be put back. All agreed.	<p>CM</p> <p>CM</p> <p>CM</p>

There being no further business the meeting was declared closed at 9.30pm.