

# Swavesey Parish Council

Memorial Hall Committee Meeting Minutes

Held at Swavesey Memorial Hall Meeting Room on 8 March 2005

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**Present:** Cllr R Owen (RO) Cllr J Shepperson (JS)  
Cllr W Wright (WW) Mrs S Ellington (SE)  
Mr C Hines (CH) Mrs E Kennedy (EK)

**Parishioners:** 7

**Recorded By:** Mrs Claire Mott, Committee Clerk (CM)

**Date & Time of next meeting:** 10 May 2005, 7.30pm

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

	<u>Action</u>
<b>1 Apologies for absence</b> Ms K Wilson (KW), Cllr M Johnston (MJ)	
<b>2 Minutes of the meeting held on 11 January 2005</b> The minutes of the Committee Meeting held on 11 January 2005 were approved with no amendments.	
<b>3 Declaration of Interest</b> None	
<b>4 Items for discussion</b>  <b>4.1 Over 50's – Setting up times</b> 7 Representatives from the Swavesey Over 50's attended the meeting to discuss the issue of whether or not they should pay for setting up times. CM explained that when clubs are setting up/clearing away the hall is not available to hire to anyone else, therefore if excessive time is used for setting up there would be a loss of income. It was noted that in the past the Over 50's have paid for 2 hours per session (including time for setting up/clearing away). The issues raised by the Over 50's were that and in the past when there was a caretaker employed by the Parish Council the tables and chairs were set up for them prior to their meeting. They noted that their allocated area in the store cupboard was difficult to access, thus making it difficult to set up and that in their opinion the hall was not very clean. It was noted that the cleanliness of the hall had been an ongoing issue and that new cleaners had been employed. Following a discussion it was agreed that the storage areas in the cupboard would be re-arranged and the Over 50's would be allocated an area, which was more accessible to their needs. It was agreed that the Over 50's regular meeting would include a setting and clearing away time of 15 minutes either side of the actual meeting time. RO noted the importance of having a representative from the Over 50's on the Memorial Hall Committee, however the Over 50's declined to nominate anyone and noted that at present they doubted that any of their members would be willing to be nominated. CM to write to the Over 50's confirming the decisions made.  <b>4.2 Hall Administrator's Monthly report</b> Receipts totalling £1,110.05 have been received from hall bookings from 05/01/05-01/03/05  CM noted that there had been damaged caused to one of the cubicles in the ladies toilets, which was fixed by Mr Dave Martin.	<b>CM</b>

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<p>Shirley Smith had resigned as the Meridian Women's Club representative. Mrs Jenny Smart was nominated and co-opted onto the Memorial Hall Committee as the new representative from the Meridian Women's Club.</p> <p>CM received a letter from the Meridian Women's Club complaining that the heating was not working. CM had checked that it was working correctly on the 19/2 and offered to meet with them to check that they were using it correctly.</p> <p>CM received a letter from Sue Cornwall apologising for her last letter, enclosing £50 towards payment of her account and offering to pay her account in full. There is £68.19 outstanding on her account that she has agreed to pay by the end of March.</p> <p>Weekend bookings for Mar/Apr 05 notified to SCDC Licensing Officer and the Committee:</p> <ul style="list-style-type: none"><li>Fri 4/3 – Children's Disco – 7pm – 10pm – Mrs Lane</li><li>Sat 5/3 – RBL Quiz Night – 6.30pm – 10.30pm</li><li>Sat 12/3 – Over 50's Spring Bazaar – 9am – 4.30pm</li><li>Sat 12/3 – Swavesey Spartan's Disco – 7pm – Midnight</li><li>Sat 19/3 – Meridian Women's Club Bazaar 9am – Midday</li><li>Sat 19/3 – Conservative Association Spring Step – 7.30pm – Midnight</li><li>Sat 2/4 – St Andrew's Jumble Sale – 9am - 12 noon</li><li>Sat 2/4 – Children's Party – 2.30pm – 5.30pm – Mrs Bird</li><li>Sun 3/4 – Christening Party – 12 noon – 4pm – Mrs Desborough</li><li>Sat 16/4 – RBL – 7.30pm – 11.45pm</li><li>Sat 22/4 – Children's Disco – 6.30pm – 10.30pm – Mrs Roseberry</li><li>Sat 23/4 – Tsunami Disco – 7pm – midnight – Playtimers</li></ul> <p><b>4.3 Publication of Hire Charges on Memorial Hall Webpage</b> It was agreed that because there are various hire charges, the hire charges should not be published on the webpage. There should be a note to 'contact the Memorial Hall Administrator for details of hire charges'.</p> <p><b>4.4 Payments for this month</b> There were no payments this month.</p>	<p>CM</p> <p>CM</p>
<p><b>5 Building Maintenance</b></p> <p><b>5.1 Emergency Roof Repair &amp; General Condition</b> It was noted that a roof tile had broken and there had been a report of a leak in the snooker room. The cause of the leak in the snooker room was attributed to a slipped tile adjacent to the chimneybreast. MT Roofing had been instructed to carry out the emergency repair to both of the tiles. CM reported that following further inspection of the roof it was noted that the general condition of the roof is poor with a life expectancy of approximately 5 years. Therefore due to the high costs involved in re-roofing, it was agreed that CM should obtain quotes for re-roofing the old parts of the building to allow for budget planning in the coming years. It was noted that once these quotation have been received Linda Miller would look into the possibility of obtaining a grant from SCDC to help towards the cost.</p> <p><b>5.2 External Lights</b> CM noted that the continuing problem of the external lights failing was due to the fact that they are not fitted with low energy fitting, therefore long life bulbs cannot be fitted into them. It was agreed that CM should obtain a quote from J Kilborn &amp; Son's for changing them to the correct fitting to allow for long life bulbs to be used.</p> <p><b>5.3 Refurbishment of the Large &amp; Small Halls</b> It was agreed that this item would be discussed fully at the next meeting.</p>	<p>CM</p> <p>CM</p>

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<p><b>6 Cleaning Contract for 2005/6</b> RO noted that the Cleaning Contract for 2005/6 had been awarded to HBT Cleaning. The contract will include a 6-month probationary period, as they are a new company who are unproven. CM to write to InterClean giving them 4 weeks notice of the cancellation of their contract.</p>	<p><b>CM</b></p>
<p><b>7 Changes to the Licensing Act 2003</b></p> <p><b>7.1 Cambridge ACRE Workshop feedback</b> EK &amp; CM attended a Cambridgeshire ACRE Workshop on 26 February 05, outlining the changes to that will result from the Licensing Act 2003. The main points raised were that the existing Public Entertainments Licence would automatically change to a Premises Licence. Myles Bebbington stated that if there was a need to amend the Public Entertainments Licence in any way, then it was best to do this before 5 August 2005 as after this date the process of amending the licence would become much more complicated. It was decided that CM should investigate if 'Theatrical Performances' needed to be included onto the current licence to cover the Theatre Workshops that are held during school holidays.</p> <p>Temporary Events Notices (TENs) will be required to cover anything that is not licensed under the new Premise Licence, with a maximum of 12 TENs per calendar year. This will include the sale of alcohol. A maximum of 5 TENs will be issued to any individual. It was noted that TENs would only be issued if the application includes a letter of approval from the Hall Committee.</p> <p>Myles Bebbington raised the point that if there is a local publican willing to become a Premises Supervisor (as the majority of local events that use the hall will use the local publican to provide the outside bar), then the Hall Committee should consider this, therefore allowing the 12 TENs to be used by any individuals not wishing to use the local publican but another outside bar. It was agreed that there should be an item on the next agenda to discuss this suggestion further.</p>	<p><b>CM</b></p>
<p><b>8 Correspondence</b> A letter had been received from Mrs A Martin complaining about the condition that she found the hall in prior to hiring it. It was agreed that the problems were caused by the contract-cleaning problem, prior to the new cleaners starting. CM to sent a written apology to Mrs Martin.</p> <p>It was agreed that a feedback form should be included with all hire documentation to allow hirers to record any complaints or positive feedback.</p>	<p><b>CM</b></p> <p><b>CM</b></p>
<p><b>9 Items for Information and next meeting agenda</b> SE noted that the replacement cooker had been cleaned and is ready for use. SE also noted that the WI had been given a hostess trolley and that they were happy for it to be used by any hirer. CM to arrange for the hostess trolley to be PAT tested. It was noted that some of the green chairs need cleaning. SE agreed that the WI would help with cleaning them and requested that they are cleaned on an annual basis.</p> <p>JS noted that there is an abandoned car in the car park. Linda Miller has arranged with SCDC for this to be removed by the end of March 05.</p>	<p><b>CM</b></p>
<p><b>8 Date for next meetings</b> 10 May 05, 12 July 05</p>	

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