

Community Hall Report January 2016



Hall Committee meeting was held January 14.

Present: Boyd Attewell, Barbara Labram, Cass Gye
Hubert van Mierlo (CECS)

A new licence agreement has been entered into with Council from November, 2015. Meeting held with Council staff to discuss management of the premises and the increase in costs. Council requested a draft budget for the year ahead in order to assess fees charged and outgoings. Boyd has drafted a budget for review, to be presented to Council as requested for discussion

Bookings and Fees:

Barbara has taken over as Booking Manager from Kerry and handover of files in progress; a dedicated mobile phone is now available for Hirers to make contact

The Hall Committee recommends that Hire Fees remain the same, except elections to increase, pending review at end of financial year. It was noted that elections take place in the Kindy not the Hall. The hire of the projector / sound / wifi at a cost of \$10 per hour is suggested. Hire fees to be charged in advance not arrears

Keys:

Council has agreed to install new locks for security and new keys have been ordered. A bond of \$50.00 to be charged. Barbara to set up a register for new key holders and keep a record of bond payments

Insurance/Liability:

Review of license agreement with regard to liability for damage to fixtures and fittings of Hall to be undertaken and insurance checked.

Website Information:

Hall Hire templates to be created on website, same as water agreement, and PDF documents to remain available. Hubert suggested SIRA could offer hirers use of the website to sell tickets and charge 5% of sales for this service

The Kindy:

SIOCS is experiencing financial hardship and would like to set up an after school care service in the Hall on Tuesday, Wednesday, Thursday from 4pm to 6pm; they have requested some assistance with costs in the initial phase of this new business venture

Options for consideration:

1. SIRA makes a gift of funds - SIOCS pays for services in full
2. SIRA makes a loan to SIOCS - SIOCS pays back loan
3. SIRA offers discounted hall hire
4. SIRA offers free hire for a term - review at the end of Term One

The meeting generally agreed with the fourth option

Extra cleaning and additional costs for electricity/hotwater boiler/reverse cycle to be taken into account

SIOCS have taken out a one year liquor license and would like to sell their services for any events that would like a bar service; insurance implications to be reviewed and discussed

Marketing:

Barbara has drafted marketing material for website and posters "*The Hall*"; signs to be made to encourage responsible recycling and electricity usage

Installation of Technology:

Projector and screen, sound system purchased and wifi already installed and activated using connection to Kindy; projector and screen need to be mounted and tested; permanent security for projector required

Cass Gye & Barbara Labram