

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 8th December 2025 at Swanton Morley Village Hall. The meeting commenced at 7pm.

Present: Mr R Atterwill, Mrs B O’Dowd, Mr J Venworth, Mr J Phillips, Mr B Powter and Mr S Gauntlett

Also in attendance was Mrs K. Pickard (Clerk)

1. To receive apologies for absence

Apologies were received from Mr D Turner, Mr J Rodrigues and Mrs A Walker-Fraser (going to be late) accepted by the Trust.

2. To receive declarations of interest

None declared

3. To agree and sign the minutes of the Village Hall Trust meeting held on 10th November 2025

Mrs O’Dowd proposed that the minutes are true and accurate seconded by Mr Venworth and carried

4. To receive matters arising from the minutes of 10th November 2025

The Clerk referred to the November meeting concerning an overdue invoice to confirm that this has now been settled.

5. Finance

a. To Receive a Finance report from the Clerk

The Clerk reported that the bottom-line figure for November was £7784.65. This included outstanding invoices.

As of 1st December, the main outstanding payments have been received so therefore the bottom-line figure for December will be higher.

This figure also includes £1,000 grant funding towards the community garden.

There has only been one bar function in November so the income from this will be reported for December. There are now two more bar functions before Christmas.

There is now an outstanding figure from invoices for £3130.00 for the November hire and private hire.

Looking ahead to 2026 – there is now 39 private hire functions confirmed, 19 bar functions to include 13 weddings.

Income for financial year 25/26:

Village groups	£8441.75
Little Swans	£7576.80
Field hire	£1125.00
Private hire	£5607.55
Donations/Interest/Fundraising	£1342.58
Bar	£11,344.25
Total	£35,437.93

b. Accounts to approve for payment.

Payee – December 2025	Description	Type	Amount
O2	Phone bill	Direct debit	£32.28
TV Licence	TV Licence	Direct debit	£15.00
Breckland Council	Business rates	Direct debit	£112.00
Swanton Morley Parish Council	Grasscutting	Direct debit	£297.50
Anglian Water	Water rates	Direct debit	£350.00
Force Fresh	Consumables	BACS	£109.74
Cellair	Bar gas	BACS	£31.20
Initial	Annual Sanitary contract	BACS	£129.29
Goff Petroleum	Heating Oil	BACS	£1119.61
		Total	£2196.62

Mrs O'Dowd proposed that the payments are made seconded by Mr Phillips and carried

6. Maintenance

a. To receive a report on refurbishment work to consider for a grant application

The Clerk reported that they are continuing to work on the refurbishment plan and are awaiting some quotations to come in.

This is an ongoing piece of work until the new year when we will have a more detailed forecast of cost.

Mr Atterwill suggested that in terms of the changing rooms, he has been in touch with a local architect who is happy to attend site and assess the requirements for the changing room proposal. This would take place in the new year.

Due to funding this is possibly something that the Parish Council could consider providing a grant for.

Mr Atterwill also reported that following the conversation with the architect the possibility of 'pods' were raised.

Mrs Walker-Fraser entered the room

b. To receive an update on the solar panels

The Clerk reported that there have been two reports of the roof leaking during heavy rain fall. This appears to be coming in from the furthest solar panel section.

The Clerk has contacted the contractor and requested they come back and inspect this to make sure they are fully weather proofed.

7. To receive any correspondence relating to the Village Hall

On the 05/01/26 Murphys are coming to level the car park as part of their 'Give back to the Community' day.

The Clerk is ordering the chippings

Mr Venworth reported that the organisation who had provided the funding for the trees for the tree nursery came to site to have a look at the project. While she was on site Mr venworth showed

her the location of the Community Garden – the representative did not feel the location was right for the community garden, however it is a great wildlife area.

It was suggested that with the willows and birch on site this could cause issues with planting new trees.

The Willows could be made into pollards.

Mr Venworth suggested that the location may not be the most suitable given what is already there now.

Mr Venworth then took her to Gooseberry Hill to compare sites which she felt would work better.

The Clerk responded that the concern to change things now is that part of the funding has already been received from Breckland Council, if the location was to be moved this would be to a Parish Council asset who are not eligible for the funding.

The Clerk also reported that the tree survey has not yet been carried out, this would look at the condition and location of the existing trees with a view to carrying out any remedial work required. It was suggested to revisit the proposal in the new year.

8. To request items for the next agenda

Changing rooms

Solar panels

RWE fund

9. To agree the date and time of the next meeting to be held on 9th February 2026

All agreed

The meeting closed at 7.21pm.

Approved by _____ Date _____

Signed _____