

## **SWANTON MORLEY VILLAGE HALL TRUST**

A meeting of Swanton Morley Village Hall Trust was held on Monday 13 June 2022 at Swanton Morley Village Hall. The meeting commenced at 7pm.

**Present:** Mr R Atterwill (**Chair**), Mr J Venworth, Mr G Curran, Mr J Keen, Mr J Rodrigues, Mr D Turner

Also in attendance was Mrs K. Pickard (Clerk) Mrs J Fabisz (Assistant Clerk and notetaker)

**1. To receive apologies for absence**

Apologies were received from Mrs B O'Dowd

**2. To receive declarations of interest**

Mr Atterwill declared an interest in agenda item 5c

**3. Minutes of meeting held 15 February 2022 to be agreed and signed**

It was unanimously agreed that the minutes were a true and accurate reflection of the meeting held on 15 February 2022.

Mr Venworth proposed that the minutes be accepted as a true and accurate record of the meeting seconded by Mr Curran.

**4. Matters arising from the minutes of 15 February 2022 (for information only)**

No matters arising and Mr Atterwill moved to the next item

**5. Finance**

**a) To receive a finance report and consider any recommendations**

**Previous financial year end.**

As reported in the agenda and meeting pack the total income from regular hirers was £16,241.17 and Private hire income was £7625.60

There has also been small figure of interest/lottery funding and recycling received which totalled £6298.

Overall, the income figure for Swanton Morley Village Hall Trust as at 31/03/2022 was £57,411.47

The payments figure for 21/22 totalled £40,439 this is made up of the running costs of the building as well as essential maintenance work to comply with health and safety legislation.

The electricity contract was renewed with a new supplier which resulted in a refund figure of £4620.16.

The bottom-line figure for May 2022 is £32,497.66 this is largely due to grant funding that is in the bank account from Covid-19. This is also attributed to an increase in private hire bookings and bar revenue.

### Income of the 2022/2023 Village Hall YTD

Village Hall Income – YTD – 1st April 2022 – 31 May 2022	
Regular hirers	£2057.85
Private hire	£3602.30
Little Swans	£1461.60
Bar income	£4886.72
Field hire	£225.00
Donations/Interest/Lotto	£40.50
<b>Total</b>	<b>£12,275.97</b>

There have been new bookings received from both private hirers and new regular hirers and the diary is quickly filling up.

Creative Arts East – Silver Social will be using the venue over the summer to coincide with the community café.

We have also had a variety of signposting sources for parishioners should they need them including links with the Breckland community connectors and Community Action Norfolk. This also links in with Kelly and Roger completing their Mental Health first aid training.

Softplay has been purchased using the grant with a top up from the Village Hall Trust – total £597.54inc VAT. This can be offered out for hire for children’s parties and also be used to promote and encourage customers to the community café.

We are currently looking at a price comparison for bar suppliers – Vintners have provided their price list but Lacons have yet to respond with a full price list. It was suggested that another Elgoods could be another potential supplier.

Recommendations included increasing prices across the board, bar and hire charges, as all running costs have increased in line with the current national cost of living crisis. Electricity and oil costs have also increased (see oil consumption comparison)

Mr Atterwill suggested that the income made from Covid grants should not be taken into account when looking at cost of running the venue as the hall was not open.

Mr Atterwill also suggested that the bar figures be checked – income and expenditure.

Mr Roderiguez asked what the refund of £225.00 was for. It was explained that included 2 x damage deposit refunds and a reimbursement of £25.00 for an overcharge for the.

hire of the hall.

**b) Accounts to approve for payment**

As detailed on the agenda – this includes the list of payments made in April and May since the last Village Hall Trust meeting.

<b>Payee – April 2022</b>	<b>Description</b>	<b>Type</b>	<b>Amount</b>
O2	Phone bill	Direct debit	£24.31
Ansvar	Village Hall Insurance	Direct debit	£135.46
Eon	Electricity	Direct debit	£615.01
Lloyds	CC	Direct debit	£754.96
Breckland Council	Business Rates	Direct debit	£85.00
Biffa	Waste collection	Direct debit	£72.00
TV Licence	TV Licence	Direct Debit	£13.37
Fleximed	First Aid Training	BACS	£400.00
Screwfix	Maintenance	BACS	£26.68
Scribe	Membership	BACS	£345.60
Morley Makes	Village Hall	BACS	£40.75
JD Catering	Maintenance	BACS	£224.22
Goff	Heating Oil	BACS	£1027.48
Breckland Council	Licence	BACS	£180.00
Lacons	Bar stock	Direct Debit	£791.27
Cleaning/Caretaker	Staff costs	BACS	£851.40
Bar staff	Staff costs	BACS	£360.28
	<b>Total</b>		<b>£5947.79</b>

<b>Payee – May 2022</b>	<b>Description</b>	<b>Type</b>	<b>Amount</b>
O2	Phone bill	Direct debit	£26.21
Ansvar	Village Hall Insurance	Direct debit	£135.46
Eon	Electricity	Direct debit	£474.44
Lloyds	CC	Direct debit	£357.61
Breckland Council	Business Rates	Direct debit	£83.00
Biffa	Waste collection	Direct debit	£182.62
TV Licence	TV Licence	Direct Debit	£13.37
Lacons	Bar Order	Direct Debit	£1192.23
Watton	Deposit refund	BACS	£100.00
Lane	Refund	BACS	£12.00
Screwfix	Maintenance	BACS	£22.97
Ponder	Refund	BACS	£13.00
M Neave	Loft ladder	BACS	£300.00
J Bean	Damage deposit refund	BACS	£100.00
Force Fresh	Consumables	BACS	£104.82
HMRC	Staff NI	BACS	£21.40
Cleaner/Caretaker	Staff wages	BACS	£1059.30
Bar Staff	Staff wages	BACS	£674.75
	<b>Total</b>		<b>£4873.21</b>

Payee – June 2022	Description	Type	Amount
O2	Phone bill	Direct debit	£24.31
Ansvar	Village Hall Insurance	Direct debit	£135.46
Eon	Electricity	Direct debit	£615.01
Breckland Council	Business Rates	Direct debit	£85.00
Biffa	Waste collection	Direct debit	£86.22
TV Licence	TV Licence	Direct Debit	£13.37
Lacons	Bar stock	Direct debit	£1798.58
English Security	Service	BACS	£90.00
DDA	Callout – Little Swans cooker	BACS	£93.72
Breckland Council	Recycling Bin	BACS	£161.88
Damage deposit refund	Village Hall functions	BACS	£200.00
		Total	£3303.55

Mr Curran proposed that these payments were accepted, and this was seconded by Mr Rodriguez and carried, all in favour.

**c) Accounts to approve for Members with a Pecuniary Interest**

As detailed on the agenda – Mr Atterwill declared an interest and left the meeting for this item

Payee	Detail	Payment type	Total Amount Payable
Wensum Valley Electrical	Repair to Village Hall electrics	BACS	£145.84

It was explained that this was due to an electrical issue in the kitchen caused by a faulty toaster which has been disposed of.

Mr Turner proposed that this payment be accepted, and this was seconded by Mr Venworth and carried, all in favour.

**d) To discuss the internal audit for the Village Hall accounts 2021/2022.**

Following the February meeting and agreement for Luisa Cantera to carry out the audit, unfortunately this has now been declined due to personal reasons.

Following the Parish Council audit Thain Wilbur are familiar with the format of the Village Hall accounts so the Clerk would like consideration for Thain Wilbur to audit the Village Hall as well for £290 + VAT. The audited accounts need to be submitted by December 2022.

It was agreed, as there is no hurry, we should try and find an alternative to Thain Wilbur as this would be the third year if they did the audit and it is recommended that alternative providers are

better to rule out complacency. Catherine Moore was suggested, and item deferred to next meeting.

**e) To consider a government grant to enable Village Hall to upgrade and modernise the premises to mark the Queens Platinum Jubilee.**

The Clerk has received correspondence that a new £3m fund has been announced to enable 125 village halls to upgrade and modernise their premises to mark the Queen’s Platinum Jubilee – funding over 3 years for capital improvement projects:

The Clerk is currently researching the criteria and would like a discussion on what improvements could be suggested. The Clerk would like to enquire if this funding could be used for a replacement boiler.

A discussion was had as to what improvements might be prioritised if the Village Hall were to receive a grant and these included:

- An extension to the Little Swans nursery area – Mr Atterwill suggested that it would be possible to build out on the corners and extend the flat roof. They are the halls biggest hirer.
- Mr Curran suggested that the village hall toilets needed an upgrade.
- A discussion was had about the boiler. Would it be beneficial to replace with air source heat pumps / solar panels.

**f) To agree a date and time for the Finance and Governance working party to meet to discuss the Village Hall budget**

A date and time was agreed for the Village Hall Finance meeting to meet to discuss the budget for 22/23 financial year to be agreed at the September meeting that being:

**27<sup>th</sup> July 2022 – 7.15pm**

**6. To Receive a report into the maintenance of Swanton Morley Village Hall and agree any actions necessary for improvements and health and safety compliance.**

**a) To discuss the oil consumption of the boiler at the Village Hall**

As requested, the Assistant Clerk has put together a summary of oil consumed at the Village Hall in litres.

20/21

Cost	inc VAT	Litres	Price per Litre
------	---------	--------	-----------------

Apr-20	£590.85	£620.39	1500	0.3939
May-20	£363.85			
Dec-20	£261.80	£274.89	1000	0.2618
Feb-21	£803.25	£765.00	2000	0.3825

21/22

	Cost	Inc VAT	Litres	Price per Litre
Apr-21	£549.82	£523.64	1319	0.397
Aug-21	£612.52	£583.35	1500	0.3889
Nov-21	£935.22	£890.69	1502	0.593
Dec-21	£1,547.75			
Jan-22	£938.78	£908.78	1500	0.577
Feb-22	£953.00	£907.26	1350	0.6675
Apr-22	£1,027.48	£1,007.48	1000	0.9595

As detailed above if grant funding one option could be to replace the boiler for a more economical one / or different system.

It was agreed that the current boiler is not as efficient, and the price increases have led to a significant increase in costs to the Village Hall as seen from the above summary of oil consumption.

Mr Atterwill suggested that we apply to become members of the Anglia Farmers through Community Action Norfolk as we may benefit from cheaper prices, would involve the set up of a direct debit and paying in advance.

Goff and CPS also relatively cheap prices – it was agreed that we should continue to shop around for oil for the time being and the matter be discussed at the budget meeting on 27 July.

**b) To receive a report on upgrading key-cards to allow some remote access**

It has been recommended by English Security that we consider an upgrade to the intruder alarm to include the installation of an intruder alarm expander power supply and keypad to link the cabin alarm to the main intruder alarm panel to enable resetting of the cabin alarm on an app. Cost £580.00 plus VAT

Also to consider the installation of Paxton Net2 system to replace old entry card system. This will enable remote access from Paxton app and better database management. Cost £1500.00 plus VAT. (see email dated 13 June 2022)

The current system maybe susceptible to faults in the summer if it gets hot.

It was asked if we have funds for these improvements and agreed that the matter be further discussed at the budget meeting on 27<sup>th</sup> July.

**c) To consider replacement of pots pans and toaster in the kitchen**

It was proposed that a budget of £300.00 would be set for The Clerk to spend on renewals.

Mr Atterwill proposed that this be agreed and Mr Turner seconded the proposal which was then carried, all in favour.

Mr Atterwill also raised a concern about an electrical fault in the cellar – 2 distribution boards have parts out of circulation resulting in a lack of surge protection. He recommended that these be replaced. It was agreed that this matter be deferred to the budget setting meeting on 27 July.

**7. To Review and consider updates to the Local Catering Company proposals**

The Clerk requested a review of the proposals from the catering company who had indicated that as part of the proposed agreement to hire the premises they would like to use the Cabin however a recent food hygiene inspector from Breckland Council had made recommendations that would be necessary to bring the facility up to standard for food preparation which included the installation of another sink and painting surfaces with waterproof and wipeable paint. The catering company suggested that this would cost in the region of £600.00. and would potentially allow the venue to be hired out for food prep purposes.

The Clerk would like agreement on costings and delegation to the Clerk/Chair/Vice Chair and Assistant Clerk to draw up an agreement.

It was agreed that this matter be deferred to allow time to gather further information.

**8. To receive feedback from CASM group re The Village Hall.**

**a) Consideration of further recycling points for community collection (items not collected by Breckland)**

Mr Curran explained that the CASM group had discussed the possibility of having alternative recycling collection points sited at the Village Hall for items that could be reused or recycled such as electrical goods for example.

Concerns were raised about the space involved and the appearance of further recycling stations particularly if we were to receive a lot of items / waste that could build up.

It was agreed that the Village Hall site was not right for anymore recycling bins / stations.

**b) An update on recycling of Village Hall waste**

A recycling bin has now been sited in the carpark. This will be emptied monthly by Breckland council.

**c) Consideration of a water butt at the back of the Cabin for the Tree Nursery**

Mr Curran set out a proposal that a water butt with a lid be fitted to the slopping roof behind the cabin to support the Tree Nursery. The water butt would be funded by the grant that it is hoped the Tree Nursery will receive. It was agreed that this could be supported.

**9 To receive an update on the proposal for trellis and planting to screen the storage containers from view of the Main Hall.**

The Clerk has contacted the Gardening Club with regards to assistance for this project and is awaiting a response.

It was agreed however that this could be a security issue in that would lose visibility of the containers on CCTV and would be a further area of maintenance so for the time being the matter be deferred until all the containers have been painted the same colour (dark green) so they all match to see if a trellis would be needed.

**10. To receive any correspondence relating to the Village Hall**

No further correspondence had been received

***Meeting Suspended for Further Time Allocated to the Public***

**11. To request items for the next agenda**

- Boiler upgrade / replace
- Budget
- Grant
- Accountant



**12. To Agree the Date and Time of the Next meeting as 12 September 2022 at 7pm**

Date and time agreed.

Meeting suspended at 7.45pm due to public presence for final item (14)

**13. To receive a proposal to close the meeting to the press and public for item 14 for the reason that the content of discussion relates to staff matters (permitted under section 1 para 2 of the public bodies (Admission to Meeting Act 1960)).**

Proposal accepted and meeting reinstated after the general public had left.

**14. Staff Matters**

The Clerk has previously circulated the resignation of the Bar Manager Keri Whitmore. This was originally dated 31/12/2022. Unfortunately, due to personal circumstances Keri will now be stepping down as of 30/09/2022.

Over the recent months there has been a bar member who has deputised for Keri and the Clerk would like consideration to offer the position of Bar Manager to Kate Rooney.

Kate has been a member of the team since 2019 and has shown an active interest in taking on this role.

**A proposal was made by Mr Atterwill to accept this recommendation and seconded by Mr Turner and carried.** The Clerk will offer the position as detailed above.