

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 14th December 2020 via Microsoft Teams. The meeting commenced at 7.00pm.

Present: Mr R. Atterwill (Chairman), Mrs B O’Dowd, Mr D Turner, Mr I Cawdron, Mr S Westbury, Mr G Curran, Mr J Venworth and Mr J Keen
Also in attendance was Mrs K. Pickard (Clerk).

Time Allocated to the Public

No public were present

1. To Receive Apologies for Absence

Apologies were received from Mr Rodrigues as he will be late. This was accepted by the Council

2. To Receive Declarations of Interest

Nothing was declared

3. Minutes of 9th November 2020 to be Agreed and Signed

Mr Cawdron proposed that the minutes be accepted as a true and accurate record of the meeting seconded by Mr Keen and carried.

4. Matters Arising from the Minutes of 9th November 2020 (for information only)

None were raised.

5. Finance

a. To Receive a Financial Report and Consider Recommendations

The Clerk had sent Councillors a finance report, including the monthly payments against the budget and bank reconciliation prior to the meeting.

The Clerk reported that the bottom-line figure for November was £21,591.35. It was reported that there is still a substantial amount from the original Covid-19 small business grant, in addition to this the Village Hall have also received a further grant of £2000 due to the closure of the building in November.

There was a small amount of income from regular hirers for the month of October but due to the current closure, this will be reduced until the building can reopen once again.

The Clerk also reported that included on the monthly monitor spreadsheet, an additional tab is now available to Councillors for all the regular payments for the Village Hall.

The Clerk had also received an update from the Living Wage Foundation that the new rate is £9.50 for Village Hall staff.

Mrs O’Dowd proposed that the Village Hall staff salary is increased to £9.50 per hour in line with the living wage foundation seconded by Mr Venworth and carried.

b. Accounts to Approve for Payment

Mr Curran proposed that the invoices are paid, seconded by Mrs O’Dowd and carried.

Payee	Description	Amount
Viridor	Waste contract direct debit	£117.07
Barclaycard	Card machine rates monthly direct debit	£87.00
TV Licence	Monthly direct debit	£13.20
Swalec	Electricity direct debit	£437.00
Ansvar Insurance	Village Hall insurance	£133.03
O2	Line rental	£29.58

Mole Valley Fuels	Heating Oil	£274.89
Nigels Plumbing	Replacement water heater Little Swans (Pd)	£273.00
Oaks CCTV	Annual contract	£396.00
Living Wage Foundation	Annual fee	£72.00
	Total	£1772.77

c. Staff Payments Made (4th November – 3rd December)

Type of Work	Total Payments Made
Cleaning & Caretaking	£595.20
TOTAL	£595.20

Mr Rodrigues Joined the meeting

i. To Agree to Continue the Furlough Scheme for Village Hall staff for December

Following an informal meeting of the Councillors it was agreed that the caretaker and the cleaner would continue the furlough scheme for the month of December. The Clerk will claim the 80% of their salary.

Councillors then agreed that the Village Hall should remain closed in January due to the uncertainty of the tier system following Christmas and to protect the health and wellbeing of the hirers.

Councillors then discussed continuing the Furlough scheme for the Village Hall staff. It was felt that there would be a requirement for the Caretaker to carry out some hours in January, so it was suggested that he is partially furloughed.

Mr Atterwill proposed that the Village Hall remains closed in January and that the cleaner is continued on the furlough scheme, and that the caretaker will be partially furloughed to carry out any work required, seconded by Mr Westbury and carried.

d. To Agree a Mobile Telephone contract for the Village Hall

The Administrator had previously sent a report to Councillors for consideration.

The phone will mostly be used for calls in and out but will also need a good camera to enable photographs to be taken and used online (website/social media), to photograph documents to upload or share (in place of a scanner) and to video call. It will need sufficient storage for relevant apps, running systems and photographs or videos – it will not need to store music. It should have a good battery life for functionality. There were three options provided:

Business Contract -

36-month contract/no upfront fee (apart from Vodafone), including VAT (3GB data 5000 mins/5000 texts)
The approximate cost varies between £20.00 and £35.50 per month.

Sim only Contract –

This option still requires a contract of sorts but often has the flexibility to scale up or down and to be able to cancel after a given time.

The approximate cost varies and would require an initial outlay for a handset.

PAYG Sim

These costs vary between £5 and £10 per month, and an initial outlay for a handset.

Handset options:

Sony Xperia L4 - £150-£170 initial cost

Samsung Galaxy A21 - £120 - £160 initial cost

Iphone SE - £400 - £410 initial cost

Mr Westbury proposed that the Administrator is granted permission to proceed with a budget of up to £200 for a handset and up to £10 per month for a sim only contract seconded by Mr Venworth and carried

The administrator will proceed with the order and provide the Clerk an expense claim form to be authorised immediately.

6. To Receive Report on the Maintenance of Swanton Morley Village Hall and Agree Actions Necessary for Improvements and Health and Safety Compliance

Nothing to report

7. To Receive a Report on the Covid-19 tier system and how it affects the Village Hall

The Clerk had circulated a tier system report provided by the administrator ahead of the meeting. The detail in this report confirms what the current restrictions are for the Village Hall under each tier scale.

This document is for Councillors information on decisions that need to be made by the Clerk and Administrator.

8. To Receive any Correspondence relating to the Village Hall

Nothing raised

Meeting to be Suspended To Receive Questions from the Floor

No public were present.

9. To Request Items for the Next Agenda

To monitor the closure of the Village Hall

9. To Agree Date and Time of Next Meeting as Monday 8th March 2020 at 7.00pm

All agreed

The meeting closed at 7.22pm

_____ (Chairman) _____ Date