

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held in Swanton Morley Village Hall on Monday 10th June 2019. The meeting commenced at 7.00pm.

Present: Mr R. Atterwill (Chairman), Mr J. Rodrigues, Mr G. Curran, Mrs B O'Dowd and Mr S. Westbury.
Also in attendance was Mrs K. Pickard (Clerk) and Christina Tarring from Better Together.

Time Allocated to the Public

Christina Tarring was invited to speak and introduced 'Better Together' Norfolk. This is a new service led by Voluntary Norfolk and funded by Norfolk County Council looking for ways to combat social isolation and loneliness. Christina explained that there had been a conversation with the Clerk and the Administrator with regards to putting together a drop-in group in Swanton Morley. Christina is happy to help set this up as a volunteer and would investigate the possibility of a social action grant to fund tea, coffee and cakes. The idea is that the event could take place in the bar area of Swanton Morley Village Hall in July with a view to setting this up as a regular event in the future.

Christina was thanked for her time and told that the event would be discussed as item 7a of the Agenda.

1. To Receive Apologies for Absence.

Mr Keen apologised for his absence.

2. To Receive Declarations of Interest

Mr R Atterwill confirmed he had a pecuniary interest in item 5c.

3. Minutes of 13th May 2019 to be Agreed and Signed

Mr Westbury proposed that the minutes were a true and accurate record of the meeting. Seconded by Mrs O'Dowd and carried. The minutes were signed as a true and accurate record by Mr Atterwill.

4. Matters Arising from the Minutes of 13th May 2019 (for information only)

There were no issues raised.

5. Finance

a) To Receive a Financial Report and Consider Recommendations

Councillors had previously received the Finance report in the meeting pack.

The bottom-line figure for May £7321.70.

This figure takes into account a number of outstanding invoices for hirers that are awaiting settlement. We have already begun receiving these payments, thereby increasing the bank balance.

The £169 outstanding from the bad debt is now cleared.

The Bar banked £890 for May functions and there is a positive outlook for June as Wedding season has now started.

b) Accounts to Approve for Payment

The Clerk had reported previously by email that the final heating oil bill has been received for payment. This brings the total amount to pay to £2952.85. The following invoices had already been received for payment. Mr Rodrigues proposed that these payments be made. Seconded by Mr Curran and carried.

Payee	Description	Amount
Viking	Steam Cleaner/Bin/Stationery	£247.08
Mole Valley	Heating Oil – March 2019	£895.90

Mole Valley	Heating Oil – May 2019	£888.11
Wave	Water Bill	£107.84
JD Catering	Callout Drinks Fridge & Repair	£267.20
DW Sayer	Stocktaker	£150.00
Bunzl	Toilet Rolls/Bin Bags/Degreaser	£49.00
Maddi Heinrich	Reimbursement Curtains/Poles/Shelves	£347.72
Lacons	Bar Order – Direct Debit	£843.23
Dereham Hire & Sales	Replacement Hoover/Scaffolding – Pre Paid	£375.00
	TOTAL	£2952.85

c) Accounts to Approve for Payment for Members with Disclosable Pecuniary Interest

Mr Atterwill left the room.

Mrs O'Dowd chaired this item for PAT testing equipment in the Village Hall.

Mr Rodrigues proposed this be accepted and paid seconded by Mr Curran and carried.

Payee	Description	Amount £
Wensum Valley Electrical	PAT Testing	£109.44
	Total	£109.44

Mr Atterwill re-entered the room.

d) Staff Payments Made (3rd May – 3rd June)

The following payments were reported as being made under contract:

Type of Work	Total Payments Made
Cleaning & Caretaking	£679.50
Bar Staff	£461.04
TOTAL	£1140.54

e) To Agree the Budget for the Forthcoming Financial Year.

The Clerk had previously sent the proposed budget to Councillors in the meeting pack.

Mr Curran raised a question regarding the amount in the budget covering the Heating Oil and a suggestion was made that during the summer months the Administrator is to obtain quotations to fill up the tank ahead of the Winter, when prices increase.

Mr Westbury proposed that the budget be accepted and put into place seconded by Mr Rodrigues and carried.

f) To Receive the StockTakers Report and Agree Any Actions Necessary.

The Clerk reported that in 2018 the Gross Profit achieved was 57.03% and in April 2019 the profit achieved was 52.48%. The target Gross Profit that is proposed is 60%. It was agreed that moving forward the bar should stock less in barrels and more in bottles for longevity and introduce a 'specials' button on the till in order to sell the stock that is stored.

The Bar manager has also put together a price increase document that was sent to Councillors for consideration. This brings us more in line with pubs and public prices as there hasn't been an increase for two years. It was discussed that the Bar Manager works 95% of the functions at the Village Hall and has a great deal of knowledge on what stock should be introduced and what prices to sell this for.

Mr Rodrigues proposed that the new bar price list be implemented with the suggested increases seconded by Mr Westbury and carried.

g) To Agree a Councillor to be a Signatory for the Lloyds Village Hall Accounts.

With Mr O'Dowd having resigned his post this leaves just two signatories on the Village Hall accounts.

Mr Atterwill proposed that Mrs O'Dowd would be made a third signatory seconded by Mr Rodrigues and carried.

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

a) To Receive an Update Report for a Bike Shelter at the Village Hall.

The Clerk reported that Mr Banham has quoted the sum of £1500 to install a concrete pad on which to site a bike shelter. This is in addition to the sum of £930 for the shelter and racking plus the cost of installing the same.

It was suggested that the Administrator make further enquiries to apply for a grant with the Norfolk Community Foundation. Applications need to be in by the end of the month for consideration.

Mr Atterwill proposed going ahead with the bike shelter upon confirmation of a funding grant with the possibility of providing a third of the cost Mr Westbury seconded. This was carried.

b) To Receive an Update Report on the Remedial Works in the Men's Toilets.

The Clerk reported that Mr Banham has provisionally arranged for this work to be complete by the end of June.

c) To arrange a time for the Finance & Governance Working Group to Meet and Review the Hire Fees.

It was agreed that the Finance & Governance Working Party would meet at Swanton Morley Village Hall at 7.15 Wednesday 26th June.

7. To Receive any Correspondence Relating to the Village Hall

a) To consider a Swanton Morley Social Circle Group to Run From the Bar Area of the Village Hall for the Lonely and Isolated in the village.

With reference to Christine Tarring's introduction during the time allocated to the public: The Clerk and the Administrator have been approached by a member of Better Together Norfolk with regards to the issue of isolation in rural communities.

The proposal is as follows;

A one-off coffee/cake morning in the bar area of the Village Hall on Wednesday 17th July – this allows time for marketing.

At the initial coffee morning there would be discussions with attendees to find out if this type of event is of interest to the community and what they would like to achieve from these mornings with a view to making them more regular.

It was agreed that this is something that would benefit the members of the community that do feel that they lack a form of social interaction and it was agreed to go ahead with the 17th July with a view to making it a more regular event.

The Clerk then reported that the radiator in the entrance of the Village Hall has been leaking and caused some decay on the pipework. The Administrator has been in touch with an independent Plumber who has been on site to review the work and he is able to repair this on Wednesday 12th June. The cost for this would be £100. Mr Atterwill proposed the quotation be accepted and the work completed seconded by Mr Westbury and carried.

Meeting to be Suspended To Receive Questions from the Floor

None received

8. To Request Items for the Next Agenda

To receive an update report for a bike shelter.

To receive an update on the remedial works in the men's toilets.

9. To Agree Date and Time of Next Meeting as Monday 8th July 2019 at 7pm
Carried.

10. To Receive a Proposal to Close the Meeting to the Press and Public for Item 11 for the Reason that the Content of Discussion Relates to the Legal Transfer of Land (Permitted under Section 1 para 2 of the Public Bodies (Admission to Meeting Act 1960)).

Mr Rodrigues Proposed the meeting be closed seconded by Mr Westbury and carried.

11. To Receive an Update on the Legal Transfer of Land and Agree Subsequent Actions.

Mr Atterwill gave an update that The Clerk has been referred to another Solicitor who is available to work with the Council regarding the Transfer of Land. The Solicitor in question has sent a quotation through to the Clerk with his fees to carry out the work of £750.

Mr Atterwill proposed we go ahead with this Solicitor at this cost seconded by Mr Rodrigues and carried.

The meeting closed at 7.35pm

_____ (Chairman) _____ Date