

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 13th September 2021 at Swanton Morley Village Hall. The meeting commenced at 7pm.

Present: Mr R. Atterwill (Chairman), Mrs B O'Dowd, Mr J Rodrigues, Mr I Cawdron, Mr J Venworth and Mr D Turner.

Also in attendance was Mrs K. Pickard (Clerk) and three members of the public.

Time Allocated to the Public

Nothing was raised

1. To Receive Apologies for Absence

Apologies were received from Mr Keen and Mr Curran. These were accepted by the Council.

2. To Receive Declarations of Interest

Nothing was declared

3. Minutes of 21st June 2021 to be Agreed and Signed

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

4. Matters Arising from the Minutes of 21st June 2021 (for information only)

None were raised.

5. Finance

a. To Receive a Financial Report and Consider Recommendations

The Clerk reported that the bottom line figure for August was £32,217.67

The Village Hall have now fully reopened for regular and private hire functions.

The new credit card machine is working out to be a big asset to the Village Hall and the clerk circulated a sample report that is received following every function with a breakdown of sales and the very small percentage of fees that we pay. The value that is due to the Village Hall is then seen on the bank statement within 48 hours.

The Clerk then provided the councillors with the year to date income figures and the forecast of income for the rest of the financial year.

The administrator had looked into the cost of potentially marketing the Village Hall moving forward and the quotations for flyers to be printed and royal mail to distribute them to a wider audience were sent to councillors ahead of the meeting for consideration.

Councillors discussed the options and agreed that a small A5 flyer to promote the Village Hall could be distributed with the Mardler publication.

It was agreed that a A5 flyer would be produced as a marketing tool to be distributed with the Mardler and the Clerk is to contact Tangerine Creative to request some options on social media marketing and professional photographs to be taken.

The Clerk will also produce a 'virtual show around' of the building that can be published.

b. Accounts to Approve for Payment

July and August payments are included for ratification.

The Clerk reported that there for the September payments there had been an additional invoice received from Surelock Security for key cards for £66.00 and £ 4.10 interest charge has been received from Mole Valley. The payment that is listed as a deposit refund does not require payment as the event has been postponed until October due to a positive Covid result. This brings to the total amount of payments to approve to £1129.92.

| Payee – July 2021 | Description | Type | Amount |
|--------------------------|------------------------|--------------|-----------------|
| Viridor | Waste collection | Direct debit | £114.31 |
| TV Licence | Monthly | Direct debit | £13.37 |
| Swalec | Electricity | Direct debit | £500.00 |
| Ansvar Insurance | Village Hall Insurance | Direct debit | £133.03 |
| O2 | Line rental | Direct Debit | £24.31 |
| Lacons | Bar stock | Direct debit | £2152.25 |
| Breckland Council | Business rates | Direct debit | £53.71 |
| JD Catering | Replacement Fridge | BACS | £659.99 |
| JD Catering | Callout for cooker | BACS | £90.00 |
| Staff payments | Bar staff | BACS | £261.91 |
| Staff payments | Cleaner/Caretaker | BACS | £665.00 |
| | | | |
| | TOTAL | | £4667.88 |

| Payee – August 2021 | Description | Type | Amount |
|----------------------------|-------------------------------|--------------|-----------------|
| Viridor | Waste removal | Direct Debit | £136.60 |
| TV Licence | Monthly | Direct debit | £13.43 |
| Swalec | Electricity | Direct debit | £500.00 |
| O2 | Mobile phone | Direct debit | £24.31 |
| Transfer | Business credit card | Transfer | £31.35 |
| Breckland Council | Business rates | Direct debit | £53.00 |
| APF | Village Hall Risk assessments | BACS | £364.65 |
| Broadland Flooring | Cabin floor | BACS | £735.41 |
| Bunzl | Consumables | BACS | £389.03 |
| Refund | Private hire | BACS | £495.00 |
| Refund | Private hire | BACS | £445.00 |
| HMRC | Staff NI | BACS | £101.40 |
| Mole Valley Farmer | Heating Oil | BACS | £432.52 |
| Jewson | Maintenance | BACS | £75.14 |
| Staff Payments | Cleaner/Caretaker | BACS | £769.50 |
| | TOTAL | | £4566.34 |

| Payee – September 2021 | Description | Type | Amount |
|-------------------------------|--------------------|--------------|-----------------|
| Viridor | Waste collection | Direct debit | £100.00 |
| TV Licence | Monthly | Direct debit | £13.37 |
| Swalec | Electricity | Direct debit | £500.00 |
| O2 | Line rental | Direct Debit | £25.00 |
| HMRC | Staff NI | BACS | £12.40 |
| JD Catering | Fridge callout | BACS | £108.00 |
| JD Catering | Oven repair | BACS | £232.82 |
| Bunzl | Consumables | BACS | £68.23 |
| S Withers | Deposit refund | BACS | £100.00 |
| | | | |
| | TOTAL | | £1159.82 |

Mr Venworth proposed that the invoices are paid, seconded by Mr Cawdron, and carried.

c. To Consider the Electricity renewal for the Village Hall

The Clerk reported that the electricity contract is once again due for renewal. The Administrator had obtained a list of quotations through a broker and these were presented to Councillors ahead of the meeting for consideration.

Mr Venworth proposed that the 24 month contract with E-On should be accepted seconded by Mr Cawdron and carried

d. To Receive an Update on the Waste Removal contract

The Clerk reported that following the last meeting of the Village Hall Trust, the administrator had contacted the waste removal contractor to discuss the fees after obtaining a comparison quote. As a result of this, further savings have been made by getting the current waste disposal company to reduce their fees in line with this. This has reduced the costs from £21.64 per lift to £13.50 per lift, £3.00 rental per month to £1.55 rental per month and the duty of care fee from £8 per month to £5 per month.

e. To Consider the Village Hall Insurance renewal

The Clerk had sent the renewal information to Mrs O'Dowd and carried out a review of the two policies that have been submitted.

Mrs O'Dowd explained the comparisons in the meeting for the benefit of the councillors and detailed that the cover is broadly similar

Mr Lappin joined the meeting

Mr Turner proposed that the renewal quotation received from the existing provider is accepted seconded by Mr Cawdron and carried.

f. To Agree the 2021/2022 Village Hall budget

Following on from the Finance and Governance meeting held on 1st September, the Clerk had sent the draft budget to councillors ahead of the meeting for consideration.

Mr Venworth was concerned with the budget figure for the electricity renewal as there had been an increase in the percentage and would like to make sure that this is reflected in the total figure.

The Clerk confirmed that it is.

Mr Atterwill explained that this budget was going to be difficult due to the Village Hall reopening and forecasting the income that it to be expected.

Mr Atterwill also reported that in the Finance and Governance meeting Mr Rodrigues had raised the concern of the cost of the bar stock and had suggested that the clerk contacts Bookers and makes a comparison to the prices of the soft drinks.

The main issue with the Village Hall will be to raise the income figure.

Mr Rodrigues proposed that this budget document is accepted as a rolling document and the Clerk will provide an update to review at the December meeting, seconded by Mrs O'Dowd and carried.

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

a. To Receive a Report on the possibility of an Electric Car Charging point at the Village Hall

This reflects the green grant application that the Administrator has submitted.

The Clerk requested that this item is deferred due to awaiting additional information.

b. To Receive an Update on the Heating System for the Village Hall

This item was deferred due to the income figure of the Village Hall.

7. To Receive a Report on bookings for the remainder of 2021/2022

The administrator had provided a report regarding the bookings for the remainder of the financial year. This was circulated to councillors ahead of the meeting for consideration.

It was reported that the bookings secretary has been extremely busy in recent weeks with bookings enquiries which is very encouraging.

Due to the pandemic the Village Hall lost a few regular hirers and have gained some new groups too and now find the week fairly well booked again.

The most recent booking has been made with a local poultry association to base themselves at the hall. An agreement has been made to store their show equipment in the container for a nominal fee. The Clerk would like agreement for the fee to be £50-£100 for the year. In return the Village Hall is guaranteed four bookings per year for their shows. This will create in excess of £1000 hire income each year based on current rates.

All agreed

8. To Receive any Correspondence relating to the Village Hall

None received

Meeting to be Suspended To Receive Questions from the Floor

One member of the public confirmed that the firework display is covered under the insurance of the organisers, with an accompanying risk assessment in place.

Another member of the public raised a question regarding the Village Hall electricity bill as the Village Hall was closed during the pandemic. Mr Atterwill confirmed that Little Swans were still running and equipment in the building was still running including the refrigeration and alarm system

The Clerk confirmed that there should be a credit on the account which will be confirmed when the new contract has been received.

9. To Request Items for the Next Agenda

Budget

Update on the Government roadmap

10. To Agree Date and Time of Next Meeting as Monday 13th December 2021 at 7.00pm

All agreed

The meeting closed at 7.44pm

_____ (Chairman) _____ Date