

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 5th June 2023 at Swanton Morley Village Hall. The meeting commenced at 7.05pm.

Present: Mr R Atterwill (Chair), Mr J Venworth, and Mrs A Walker-Frazer

Also in attendance was Mrs K. Pickard (Clerk), Mrs R Scaife (Assistant Clerk) and Mr M Robertson (Caretaker)

1. To receive apologies for absence

Apologies were received from Mr D. Turner and Mrs B. O'Dowd

2. To receive declarations of interest

Mr Atterwill declared a personal interest in item 6a

3. Minutes of meeting held 11th April 2023 to be agreed and signed

Mr Venworth proposed that the minutes are accepted seconded by Mrs Walker-Frazer and carried

4. Matters arising from the minutes of 11th April 2023 (for information only)

None were raised

5. Finance

a) Accounts to approve for payment

Mr Venworth proposed that the payments are approved seconded by Mrs Walker-Frazer and carried

| Payee – May 2023 | Description | Type | Amount |
|-------------------------|--------------------------------|--------------|---------------|
| O2 | Phone bill | Direct debit | £26.21 |
| Eon | Electricity | Direct debit | £676.02 |
| Breckland Council | Business Rates | Direct debit | £44.00 |
| Biffa | Waste collection | Direct debit | £130.74 |
| TV Licence | TV Licence | Direct Debit | £13.25 |
| Ansvar Insurance | Insurance | Direct Debit | £158.67 |
| HMRC | Tax | BACS | £51.60 |
| Swanton Morley Stores | Festival | BACS | £89.47 |
| Swanton Morley Butchers | Festival | BACS | £450.00 |
| Morley Makes | Festival | BACS | £34.00 |
| Premier Parties | Festival | BACS | £80.00 |
| Natterjack | Festival | BACS | £50.00 |
| APF | Annual Fire Extinguisher check | BACS | £481.07 |
| Force Fresh | Consumables | BACS | £175.19 |
| StuLee | Cooker clean | BACS | £343.20 |
| Surelock Security | Replacement Keycard panel | BACS | £1176.00 |

| | | | |
|--------------------|-----------------------|--------------|-----------------|
| WAVE | Water bill | BACS | £756.14 |
| Trade UK | Caretaker Maintenance | BACS | £183.87 |
| Dereham Electrical | PAT Testing | BACS | £209.00 |
| | | Total | £4079.54 |

| Payee – June 2023 | Description | Type | Amount |
|--------------------------|--------------------|--------------|----------------|
| O2 | Phone bill | Direct debit | £26.21 |
| Eon | Electricity | Direct debit | £687.94 |
| Breckland Council | Business Rates | Direct debit | £44.00 |
| Biffa | Waste collection | Direct debit | £130.74 |
| TV Licence | TV Licence | Direct Debit | £13.25 |
| Swanton Morley Stores | Papers | BACS | £63.55 |
| Screwfix | Maintenance | BACS | £33.37 |
| | | Total | £999.06 |

b) To discuss the Village Hall Trust paying the Parish Council for the grass cutting of the playing field

It was agreed to defer this item until item 7

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 receive a maintenance schedule for the Caretaker and discuss any actions necessary. The Clerk had circulated an up to date document ahead of the meeting for consideration. Mr Atterwill showed the Councillors the areas in the building that require work and that forms part of the report.

This was the Mens toilets and the home changing rooms

The Clerk had highlighted priority work for the building on the report and the items were moved onto the improvements page of the budget.

b) To consider the upgrade of the fire alarm panel

This was discussed until item 7

7. To receive the draft budget for the forthcoming year

The Clerk had sent the draft budget to councillors ahead of the meeting for consideration. Staff costs and training were discussed where an amount for fire safety and first aid training were considered.

A small amount was earmarked for the community café for the forthcoming year.

A discussion was had regarding the utilities budget for the building as this seems to be the largest part of the budget. The clerk has earmarked sums to cover electricity, heating oil, water rates and a nominal sum for the grasscutting of the Village Hall playing fields to be paid to Swanton Morley Parish Council.

Maintenance costs discussed are to cover items such as the gas cooker check, emergency light testing, CCTV maintenance and fire risk assessment. This also includes a sum for contingency repairs.

Cleaning consumables and waste management were also considered. The cost of the waste needs to be reviewed with the possibility of lockable bins.

General expenditure for consideration includes the WIX website, Village Hall insurance and Breckland Council licenses.

Mr Atterwill then referred to the improvements section of the budget which was highlighted in a traffic light system.

Improvements discussed were the mens toilet upgrade, the paint for the outdoor cabin, a replacement EPOS system for the bar and a replacement fire alarm panel. These items are considered more urgent. It was also noted that the kitchen dishwasher is faulty and the glass washer behind the bar is irreparable.

Mr Atterwill also raised the EICR 5 yearly testing that will be required to carry out. There was a sum included in the budget for this work.

Councillors then referred to the budget sheet and compared the expenditure to the projected income and it was agreed that there was still some work to be carried out on the document.

Mr Atterwill suggested that there is a short Village Hall meeting on Monday 12th June to finalise the following action list.

- A comparison quotation for the replacement fire alarm panel
- Review the waste contract and ensure best value
- Quotation for lockable bins
- A price for replacement double glazed window panes in the main hall
- A quotation for a replacement dishwasher
- A quotation for a replacement glass washer
- A quotation for an electric cooker
- A detailed income report.

The Clerk referred to the urgent items discussed.

Mr Atterwill proposed that the mens toilet, cabin paint and the new till should be carried out immediately, seconded by Mr Venworth and carried.

8. To receive any correspondence relating to the Village Hall

Nothing was raised

Meeting Suspended for Further Time Allocated to the Public

Nothing was raised

9. To request items for the next agenda

Budget

Income report

Grass cutting

10. To agree the date and time of the next meeting to be held on Monday 12th June 2023

All agreed

The meeting closed at 7.44pm

Approved by _____ Date_____

Signed _____