

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 11th March 2024 at Swanton Morley Village Hall. The meeting commenced at 7pm.

Present: Mr R Atterwill (Chair), Mrs B O'Dowd (Vice Chair), Mr B Almond, Mr J Venworth and Mr J Rodrigues.

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

1. To receive apologies for absence

Mr Turner, Mr Phillips and Mrs Walker-Fraser sent their apologies, these were accepted

2. To receive declarations of interest

Mr Atterwill declared a personal interest in item 7b

3. To agree and sign the minutes of the Village Hall Trust meeting held on 13th November 2023

This item was deferred

4. To receive matters arising from the minutes of 13th November 2023

This item was deferred

5. To agree and sign the minutes of the Village Hall Trust meeting held on 5th February 2024

Mrs O'Dowd proposed the minutes are accepted seconded by Mr Venworth and carried

6. To receive matters arising from the minutes of 5th February 2024

None were raised

7. Finance

a. To Receive a Finance report from the Clerk

The Clerk reported that Bottom line figure £9938.77.

A figure of £2927 outstanding in hirer invoices, will be received in March

2 hirers from 2023 – remain unpaid – total £279. Reminders have been sent

The Year to date Income against budget was reported.

Income	Budget	YTD figure
Village groups	£14,180.78	£10,043.85
Little Swans	£10,204.00	£10,246.96
Field hire	£1450.00	£1313.50
Private hire	£10,000	£8,209.25
Recycling	£500.00	£375.96
Donations/Interest	£450.00	£12,315.01
Bar income	£18,250.00	£16,069.11
Total	£55,034.78	£60,974.18

The electricity supplier has been renewed to save the Village Hall approximately £300 per month.

The contract for BT for the broadband is being renewed to save the Village Hall approximately £40 per month.

The Clerk had produced an analysis of oil consumption for the financial year, it showed a saving of £817.32. There has been less frequent orders since the new boiler was installed however it was noted that this only reflects four months from when the new boiler was installed.

The Clerk then reported the total hire fee income projected for 2024/2025 - £37,634 based on private hire and regular hirers.

b. Accounts to approve for payment.

Mr Atterwill left the room and Mrs O'Dowd took the Chair

Mr Venworth proposed that the payments are made seconded by Mr Rodrigues and carried

Payee – March 2024	Description	Type	Amount
O2	Phone bill	Direct debit	£29.71
Breckland Council	Business Rates	Direct debit	£44.00
Eon	Electricity	Direct debit	£1232.00
TV Licence	TV Licence	Direct debit	£13.25
Ansvar Insurance	Village Hall Insurance	Direct debit	£147.46
B Marsham	Aggregate	BACS	£121.20
JD Catering	Callout/Small fridge	BACS	£198.00
English Security	Intruder alarm callout	BACS	£123.56
Goff Petroleum	Oil delivery	BACS	£1317.77
TP Fire	Annual agreement	BACS	£300.00
Lappin Group	Leaking cartridge on tap in Little Swans	BACS	£119.52
Dereham Electrical	Replacement distribution	BACS	£1620.00
		Total	£4996.47

Mr Atterwill re-entered the room and resumed the Chair

c. To consider Professional Indemnity Insurance

This item was included on the agenda for the Village Hall Trust to consider having professional indemnity insurance to provide cover for risk assessments for large events.

The Insurance company have advised that this may not be necessary therefore the Clerk has requested the information for Trustee Indemnity insurance that is already included on the schedule.

It was agreed to defer this item

d. To consider and agree the bar price increase for 2024

The Bar Manager had provided the Clerk with a proposed increase for the bar with effect from 1st April 2024, the Clerk had circulated this document ahead of the meeting for consideration.

Mr Rodrigues proposed that the bar increase is accepted seconded by Mr Almond and carried

8. To discuss the cancellation of the Tractor Rally event

Mr Atterwill suspended the meeting for Mr Banham to provide an update.

It was reported that the decision had been made due to many contributing factors including a smaller amount of volunteers on the committee and higher cost of insurance to meet the expectations of the regulations.

There will a new committee formed and some fundraising organised in order for the Rally in 2025 to take place.

9. To agree an Event Management Policy

The Clerk and Mr Atterwill had sought advice from the Village Hall Fire officer with regards to the risk assessments required for an event of over 500 attendees to safely attend.

The Clerk has amended the original draft Event Management policy to assist organisers with the required documents and procedures.

Mr Almond suggested including a reference to BS7909 for the temporary use of electrical appliances for outdoor events.

Mr Atterwill proposed that the document to include the amendment is adopted by the Village Hall Trust seconded by Mr Venworth and carried

10. Maintenance

- a. To discuss the quotation to install fencing along the Village Hall field and agree any actions necessary

Mr Atterwill reported that the issue of dog mess on the football pitches is still an issue.

The quotation received to have the full length of the field fenced off is £2350.

It was agreed in line with the Financial regulations that the Clerk would seek further quotations.

- b. To receive a quotation to level and roll the Village Hall car park

Mr Atterwill reported that a quotation of £1300 had been received to level the car park.

It was suggested that the quotation is noted.

Mr Atterwill wanted thanks placed on record to Mr Marsham and Mr Venworth for helping to fill in and repair the holes.

- c. To agree a replacement fridge for the bar

The Clerk reported that the cans fridge behind the bar is no longer working, the engineer came and has recommended the fridge needs re gassing and a new compressor.

The cost to do this would be £500 + VAT

To replace the fridge would be £396.35 + VAT - £475.62

Mrs O'Dowd proposed that the replacement fridge is purchased seconded by Mr Rodrigues and carried

- d. To agree the redecoration of the bar lounge

The Clerk reported that Mr Venworth has offered to repaint the bar lounge area walls and wooden panel. This has not been carried out for many years and this area would benefit from the redecoration ahead of the busy season.

The paint would be purchased from Homebase and the Clerk circulated some colour options to consider.

Mr Atterwill proposed that the wooden panel is painted in a darker grey (Flint 1) and the walls in a lighter grey (Flint 2) seconded by Mr Rodrigues and carried.

11. To discuss the D-Day Event

The Clerk reported that provisional plans have been considered to celebrate the 80th Anniversary of D-Day.

Three volunteers have offered to help with the organisation of a 1940's tea dance to be held at the Village Hall on Saturday 8th June.

A 1940's singer has been provisionally booked awaiting authorisation for a two hour set.

Swanton Morley Art are designing the poster.

The Clerk will contact Lincoln House for donations of cakes for the day.

Mr Phillips is going to assist with contacting the RAF museum regarding use of some 1940 memorabilia.

12. To receive any correspondence relating to the Village Hall

None raised

Meeting Suspended for Further Time Allocated to the Public

A member of the public requested that copies of the new Event Management Policy were sent to the organisers of the Fireworks event. This was agreed.

Another member of the public thought that it would be appropriate for Breckland Council to apologise for the confusion with the events. Mr Atterwill responded that Breckland Council will not send an apology as all information is available on the website.

13. To request items for the next agenda

Fencing quotes

Update on the bar redecoration

D-Day event

14. To agree the date and time of the next meeting to be held on Monday 8th April 2024

All agreed

15. To receive a proposal to close the meeting to the press and public for item 16, 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).

16. Staff Matters

Approved by _____ Date _____

Signed _____