

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 13th April 2026 at Swanton Morley Village Hall. The meeting commenced at 7pm.

Present: Mr R Atterwill, Mrs B O'Dowd, Mr J Venworth, Mr J Phillips, Mr J Rodrigues, Mrs A Walker-Fraser and Mr S Gauntlett

Also in attendance was Mrs K. Pickard (Clerk)

1. To receive apologies for absence

Apologies were received from Mr Turner, and Mr Powter accepted by the Village Hall Trust

2. To receive declarations of interest

None were received

3. To agree and sign the minutes of the Village Hall Trust meeting held on 9th March 2026

Mr Venworth proposed that the minutes are signed as an accurate record of the meeting seconded by Mrs O'Dowd and carried

4. To receive matters arising from the minutes of 9th March 2026

The Clerk reported that following last month's meeting and the discussion about the front garden, the Clerk has spoken to the resident who wanted to adopt the planter and install a plaque who was more than happy to take on the front garden and place the plaque there.

5. Finance

a. To Receive a Finance report from the Clerk

Bottom line figure for March 2026 is £8236.03.

The quieter period is now ending with four bar functions booked in over the next four weeks.

Wedding season then commences on 6th June 2026.

The electricity bill has continued to decrease, and the latest bill was £247.02 where we had a figure in the forecast budget of £8160, we have only used £4915 of this.

Hire enquiries have continued some of which we cannot accommodate as we are booked already

The Clerk is currently putting together the 2026/27 forecast figures for consideration at the June meeting.

Income for financial year 25/26:

	Forecast	Actual
Village groups	£16,000	£12,075.85
Little Swans	£12,320	£11,765.60
Field hire	£1500	£1575.00
Private hire	£10,000	£8821.72
Donations/Interest/Fundraising	£450.00	£1346.22
Bar	£18,250.00	£13,261.95
Total	£59,020.00	£48,846.34

b. Accounts to approve for payment.

Payee – April 2026	Description	Type	Amount
TV Licence	TV Licence	Direct debit	£15.00
Swanton Morley Parish Council	Grasscutting	Direct debit	£297.50
Anglian Water	Water rates	Direct debit	£350.00
YU Energy	Electricity	Direct debit	£247.02
Force Fresh	Consumables	BACS	£167.21
GB Cleaning	Top Level windows	BACS	£240.00
APF Services	Fire Extinguisher Service	BACS	£348.52
		Total	£1665.25

Mrs Walker-Fraser proposed that the payments are made seconded by Mr Venworth and carried

c. To receive an update concerning the waste contract and agree any actions necessary

The Clerk reported that a waste audit has now been carried out by Breckland Council. Biffa have increased their monthly payments for the general waste only to £186 which equates to £2232 per year.

The Village Hall currently have the recycling waste contract with Breckland Council at a cost of £223.94 per annum.

Breckland Council have provided two options for consideration to commence in June 2026 (this is when the existing contract with Breckland renews and Biffa ends)

1. To have Recycling & General waste services - £1321.17 per year - £110.10 per month
2. To have Recycling, General Waste and Food Waste - £1733.55 per year - £144.46 per month

The Clerk reported that the legislation around food waste for the Village Hall does not come into effect until April 2027.

The Clerk also received confirmation that when Breckland ceases, the contract with the waste collection is still active and will continue to run until the end of the 10 year term when there will be a new contract in place.

Mr Rodrigues suggested that before the contract is accepted that the Clerk confirm if there is a surcharge or weight restriction.

The Clerk will make the enquiry and circulate confirmation to all Councillors for approval.

6. Maintenance

a. To receive an update on the repair to the roof

The Clerk reported that this work is now complete

b. To receive an update on the refurbishment of the main hall

Mr Venworth reported that the washing and repainting work to the walls and radiators in the main hall is now complete with 10 volunteers over 62 hours.

Mr Atterwill wanted his thanks placed on record to all of the volunteers that gave their time to complete this work

Mr Atterwill also wanted thanks placed on record to the Brewers Foundation for providing funding for the materials.

c. To receive an update on the repair work to the car park

It was agreed that the planings would be purchased and would require volunteers to fill in the holes.

The Clerk has also made an enquiry to the Mick George Foundation through Grantscape to see if they would support a project to find a more permanent solution.

d. To receive a quotation to replace 5 blown glass panels

The Clerk reported that Unit Mate have been on site and inspected the window panels at the back of the main hall.

It was noted that there are now five blown glass panels.

The cost to replace these would be £1000 + VAT

It was agreed to keep the quotation on file and revisit this later in the year.

7. To receive any correspondence relating to the Village Hall

The Changing room light needs repairing.

8. To request items for the next agenda

Waste contract

Update on the car park

9. To agree the date and time of the next meeting to be held on 8th June 2026

All agreed

The meeting closed at 7.19pm.

Approved by _____ Date _____

Signed _____