

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 11th April 2023 at Swanton Morley Village Hall. The meeting commenced at 7pm.

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

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

1. To receive apologies for absence

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

2. To receive declarations of interest

Mr Venworth declared an interest in item 5c

3. Minutes of meeting held 13th March 2023 to be agreed and signed

Mr Venworth proposed that the minutes are accepted seconded by Mr Almond and carried

4. Matters arising from the minutes of 13th March 2023 (for information only)

Mr Almond asked what the timeframe was for the hire of the skip agreed at the March meeting. The Clerk responded that some of the items to be put in the skip are now being moved and the skip will be booked in when this is ready.

5. Finance

a) To receive a finance report and consider any recommendations.

The Clerk reported that the bottom-line figure for March 2023 is £24,162.47.

There have been a number of private hire bookings received for up to 2025 to include weddings. There has been a trial on the bar to serve cocktails at £6.50-£7 each from a supplier called Edmunds. This has proved very popular.

The Clerk is looking at options of having an account with a supplier for weddings.

Greenstone have been given the go ahead for the installation and we are awaiting a date they are coming to site.

Mr Atterwill raised an issue with the expenditure for the utilities and running costs of the building, the Clerk is going to update the monitor with further notes to explain the amounts.

It was suggested there be a separate meeting scheduled to go through the Village Hall budget and any cost effective measures.

b) Accounts to approve for payment

The Clerk reported that there were three further invoices, one for Screwfix for £173.99 and Goff for the heating oil for £1422.01, one for equipment hire for £45. This brings the total amount of accounts to approve for payment to £4028.86.

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

Payee – April 2023	Description	Type	Amount
O2	Phone bill	Direct debit	£26.21
Eon	Electricity	Direct debit	£687.94
Breckland Council	Business Rates	Direct debit	£83.00
Biffa	Waste collection	Direct debit	£105.65
TV Licence	TV Licence	Direct Debit	£13.25
BT	Alarm line	Direct Debit	£81.48
Ansvar Insurance	Insurance	Direct Debit	£158.67
TP Fire	Panel callout	BACS	£123.50
Force Fresh	Consumables	BACS	£165.97
Screwfix	Access panel	BACS	£11.99
Screwfix	Fire door retainer	BACS	£109.99
Manutan	COSHH Cabinet	BACS	£380.40
Scribe	Annual subscription	BACS	£414.72
Lindseys Lending Emporium	Festival	BACS	£45.00
Goff	Heating Oil	BACS	£1422.01
Screwfix	Maintenance	BACS	£173.99
		Total	£4028.86

Mr Venworth left the room

c) Accounts to approve for payment for members with a pecuniary interest

Mr Atterwill proposed that the payment is made seconded by Mr Almond and carried

Payee	Description	Type	Amount
Mr J Venworth	Picture hooks, Correx signs	BACS	£69.53
		Total	£69.53

Mr Venworth re-entered the room

d) 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 the separate Village Hall meeting

e) To discuss a donation from the 'Warm Hub' to match fund for 'EACH'

The clerk reported that on Tuesday 21st March the Village Hall hosted a fundraising coffee morning for 'EACH' and £104 was raised from the tea/coffee and cakes that were donated.

During the three-month period that the Village Hall has been running the warm hub, many of its users have wanted to donate a small amount to the supply of the refreshments as a thank you.

The Warm hub has banked £123.12 in donations.

The Clerk asked for consideration from the Trust that it match funds £104 from this to the 'Each' fundraiser.

Mrs Walker-Frazer proposed that the warm hub match funds the donation to 'EACH' seconded by Mr Venworth and carried

f) To agree the payment to 'EACH'

Mr Venworth proposed that a payment of £208 is made to 'EACH' seconded by Mrs Walker-Frazer and carried

g) To receive the draft budget for the forthcoming year

It was agreed to defer this item until the separate Village Hall meeting

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.

Mr Atterwill reported all of the work that has been carried out so far by the caretaker. The Clerk had circulated a schedule of works spreadsheet ahead of the meeting for consideration. This details work required and if there is a cost. It was suggested that the priorities are highlighted for the Village Hall meeting and it forms part of the budget

b) To consider a quotation for a replacement access key card system

This work is now deemed as urgent. The keycard system has a fault and no longer allows the use of the number 7. The Clerk has included a report from the Surelock regarding a replacement system. One is stand alone and the second is Access control Net which allows the access and system to be installed on the laptop in the office. This would be of great benefit when allocating key cards to hirers. The Clerk would like to recommend option 2 for £855 + VAT plus the additional cards and fobs for £69.00 + VAT.

Mrs Walker-Frazer proposed that the keycard system is replaced seconded by Mr Venworth and carried

7. To discuss the Community café

The Assistant Clerk reported that the café is still running on a Tuesday and there are regular visitors each week. There are some ideas being discussed to encourage more residents to attend Mr Atterwill suggested that the café could run alongside the new stay and play group

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
Maintenance
Grass cutting

10. To agree the date and time of the next meeting to be held on Monday 5th June 2023

All agreed

The meeting closed at 7.44pm

Approved by _____ Date _____

Signed _____