

## SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 9<sup>th</sup> February 2026 at Swanton Morley Village Hall. The meeting commenced at 7pm.

Present: Mr R Atterwill, Mrs B O'Dowd, Mr J Venworth, Mr D Turner, Mr B Powter, Mr J Rodrigues and Mr S Gauntlett

Also in attendance was Mrs K. Pickard (Clerk)

### **1. To receive apologies for absence**

Apologies were received from Mr J Phillips accepted by the Trust.

### **2. To receive declarations of interest**

None declared

### **3. To agree and sign the minutes of the Village Hall Trust meeting held on 8<sup>th</sup> December 2025**

Mrs O'Dowd proposed that the minutes are true and accurate seconded by Mr Venworth and carried

### **4. To receive matters arising from the minutes of 8<sup>th</sup> December 2025**

Non raised

### **5. Finance**

#### **a. To Receive a Finance report from the Clerk**

The Clerk reported that the bottom line figure for January was £8033.73. This includes the January invoices.

The Clerk has been looking at obtaining alternate quotes for waste disposal and cleaning consumables as these bills appear to be increasing.

There has been a lot of bookings coming in over the Christmas and new year period – there is now 46 private hire functions confirmed, 24 bar functions to include 12 weddings.

The Clerk has also reported that the pitch fees have not been reviewed for a couple of years and there has been an increase on usage therefore the days and matches have increased.

It was agreed that the clerk would look at a report for the March meeting.

It was also agreed that the Clerk would request a quotation for a Verti drain on the main pitches.

Income for financial year 25/26:

Village groups	£10,586.75
Little Swans	£9732.80
Field hire	£1350.00
Private hire	£7542.02
Donations/Interest/Fundraising	£1344.57
Bar	£12,141.88
Total	<b>£42,698.02</b>

- b. Accounts to approve for payment.

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

## **6. Maintenance**

### **a. To receive an update on the solar panels**

The Clerk has spoken to the contractors who have looked into the leak from the roof. They have provided inspection photos prior to the work being carried out which shows the damage to the roof, unfortunately they did not report this to the Clerk.

Due to the pictures provided, they are not going to be carrying out any repairs.

The Clerk will need to contact a roofing company to come and provide a quotation to repair this. It was agreed to request a quotation for the repair and to contact the Insurance company to request the cost of the excess.

Due to the nature of the work, it was agreed that this would be circulated to councillors as soon as it is received.

### **b. To receive an update on the refurbishment work items**

The Clerk has chased up the quotations for more urgent items for this year.

The blinds are quoted as £400

Replacement tables as £1176

Inspection of the top windows - £483.00 + VAT

Replacement sliding doors – £10,364 + VAT

This is still ongoing ahead of putting together a project plan.

A working party is being put together to clean the walls in the main hall ahead of repainting.

Mr Atterwill proposed that the blinds are purchased ahead of the busy season seconded by Mr Gauntlett and carried

## **7. To consider a 'Hirer Policy' for the Village Hall**

The Clerk had circulated the draft document ahead of the meeting for consideration.

The purpose of this policy is to ensure that the terms of the hire is being adhered to.

This will replace the terms and conditions of hire.

Mrs O'Dowd suggested that the cleaning deposit be increased to £30 if a hirer does not leave the building in a good condition.

Mr Atterwill also suggested amending the term 'booking secretary' to 'Clerk'.

Mrs O'Dowd proposed that with the changes that the policy is adopted seconded by Mr Venworth and carried

**8. To receive any correspondence relating to the Village Hall**

None received

**9. To request items for the next agenda**

Main hall refurbishment

Repair to the roof

Football pitches

**10. To agree the date and time of the next meeting to be held on 9<sup>th</sup> March 2026**

All agreed

The meeting closed at 7.27pm.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_