

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 13th November 2023 at Swanton Morley Village Hall. The meeting commenced at 7pm.

Present: Mr R Atterwill (Chair), Mrs B O’Dowd (Vice Chair), Mr J. Phillips, Mr B Almond, Mr J Rodrigues and Mrs A Walker-Fraser

Also in attendance was Mrs K. Pickard (Clerk) and one member of the public

1. To receive apologies for absence

None received

2. To receive declarations of interest

Mr Atterwill declared a personal interest in item 5a

3. Minutes of meeting held 9th October 2023 to be agreed and signed

Mrs O’Dowd proposed that the minutes are accepted seconded by Mr Rodrigues and carried

4. Matters arising from the minutes of 9th October 2023 (for information only)

None were raised

5. Finance

a. Accounts to approve for payment

Mrs Walker-Fraser proposed the payments are made seconded by Mrs O’Dowd and carried

Payee – November 2023	Description	Type	Amount
O2	Phone bill	Direct debit	£29.71
Breckland Council	Business Rates	Direct debit	£44.00
TV Licence	TV Licence	Direct debit	£13.25
Eon	Electricity	Direct debit	£731.66
Biffa	Waste contract	Direct debit	£117.04
Ansvar Insurance	Village Hall Insurance	Direct debit	£158.67
StuLee	Cleaning cover	BACS	£96.00
Breckland Council	Lottery Licence	BACS	£20.00
Surelock Security	Replacement lock – Little Swans	BACS	£114.95
Mole Valley	Maintenance	BACS	£37.79
Goff Petroleum	Heating oil	BACS	£1605.97
Firework Committee	Refund	BACS	£550.00
Dereham Electrical	LED Lights	BACS	£5980.00
		Total	£9499.04

6. To receive an update on the Village hall promotion

The Clerk reported that the laptop has been signed out to the consultant who has begun work on the branding for the website and social media pages.

The video is being produced in two weeks when the Village Hall is dressed for a wedding to incorporate different images of the hall.

There will also be a new banner on the website for 'Events' this will hold images of past events, documents to manage safe events and a direct link to the Safety Advisory Group at Breckland District Council.

7. To receive an update on the installation of LED lighting

Mr Atterwill confirmed that most of lighting has now been completed, the contractor is a quarter of the way through the high level lights and, all replacements apart from the changing rooms are now finished.

It is hoped that the result of this will be a reduction in electricity costs.

8. To discuss the replacement of the electrical distribution boards in the cellar

Mr Atterwill had received an update from Mr Turner that he had made no progress with regards to supplying distribution equipment at a reduced cost. Nothing further to report. This item was deferred.

9. To receive correspondence and plans for an additional garden area for Little Swans

The Clerk and Mr Atterwill have been approached by Little Swans as they would like to extend their garden space on the opposite side of the footpath. This area will be fenced in and maintained by Little Swans.

The Clerk shared plans for this on the screen. This area will also include some planters and pieces of play equipment.

The cost of this work will be met by Little Swans.

Mr Atterwill proposed that the Village Hall Trust approve this request seconded by Mr Phillips and carried.

10. To discuss the cancellation of the Fireworks event

Mr Atterwill had circulated correspondence ahead of the meeting confirming that the event was cancelled, and the committee are now working with the Safety Advisory Group for 2024.

11. To consider a draft Event Management policy

The Clerk had circulated a draft Event management policy to work alongside the event management plan prior to the meeting for consideration.

The Safety Advisory Group have provided some guidance for this to be produced and gives a clear instruction of responsibilities running events and the Village Hall.

Mr Atterwill had suggested the following amendments:

- It was advised refer to the HSE website

- Section 1 Introduction paragraph 3 to change the wording to 'supported' by the Safety Advisory Group.
- Section 4 – 'appropriate risk assessments' to include an evacuation plan
- First aid requirements – remove specific information must have 'sufficient number of first aiders'
- Lighting – this is to be specified for evening events.

Mr Almond suggested referring to the electrical standards for temporary events however Mr Atterwill suggested that the documents is not too descriptive as this will be a generic document for the organisers to work with.

It was suggested that the item is deferred until the next meeting to make any updates and changes.

12. To receive any correspondence relating to the Village Hall

Nothing was raised

Meeting Suspended for Further Time Allocated to the Public

Nothing was raised

13. To request items for the next agenda

Distribution board
 Event Management policy
 Promotion of the Village Hall

14. To agree the date and time of the next meeting to be held on Monday 8th January 2023

All agreed

Approved by _____ Date_____

Signed _____