

SWANTON MORLEY VILLAGE HALL TRUST

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

Present: Mr R Atterwill (Chair), Mrs B O’Dowd (Vice Chair), Mr J Venworth, Mr J. Phillips, Mr B Almond, Mr D Turner 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

Apologies were received from Mr J Rodrigues

2. To receive declarations of interest

Mr Atterwill declared a personal interest in item 5a and 6i

3. Minutes of meeting held 14rd August 2023 to be agreed and signed

Mrs O’Dowd proposed that the minutes are accepted seconded by Mr Venworth and carried
Mr Turner abstained

4. Matters arising from the minutes of 14rd August 2023 (for information only)

None were raised

5. Finance

a. Accounts to approve for payment

Mr Turner proposed the payments are made seconded by Mrs O’Dowd and carried

Payee – September 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	£650.52
Ansvar Insurance	Village Hall Insurance	Direct debit	£158.67
Biffa	Waste Contract	Direct debit	£117.40
Premier parties	Bouncy castle	BACS	£150.00
Dereham Electrical	Electrical testing	BACS	£595.00
		Total	£1758.55

b. To agree the Village Hall paying for the grass cutting of the Village Hall playing field

Mr Atterwill reported that as discussed previously the element of Village Hall grasscutting is £34000 per annum payable to Swanton Morley Parish Council.

For 2023/2024 financial year the Village Hall Trust would only need to pay 50% of this as there is only one repayment of the PWL in February.

The Village Hall would make these payments in equal instalments of £242 per month.

Mr Almond proposed that the Village Hall Trust make monthly payments to Swanton Morley Parish Council of £242 for the grass cutting of the playing field seconded by Mr Turner and carried

6. To receive an update on the maintenance of the Village Hall and agree any actions necessary

- i) To agree the specification of the replacement lights at the Village Hall following funding approval

The Clerk had sent the proposed specification ahead of the meeting for consideration.

Mr Atterwill had followed up with details on angled light fittings that would be required to replace the existing fixtures.

It was noted that the replacement fitting would exceed the grant funding received.

It was also noted that ceiling panels would not be practical due to the ceiling tiles being knocked on occasion and the requirement for additional smoke detectors in an inert space.

Mr Venworth proposed that the specification circulated is accepted to form the tender seconded by Mr Turner and carried

- ii) To receive an update on the installation of the new heating system

Mr Atterwill reported that the installation is going well.

The electricians have begun the rewiring and the install to the office.

There was a query with the flue so the consultant will be rectifying that with the engineers.

The installation is ongoing and an update will be provided at the next meeting.

- iii) To approve the purchase and installation of a new oil tank

Following a site visit with the contractor for the boiler, Mr Atterwill had previously sent an email to councillors reporting that from an environmental perspective the existing oil tank could be problematic because it is only single skinned with an external sight gauge. If either the tank or sight gauge were to leak there will be a considerable bill for the environmental clean up of contaminated ground which could filter into the water aquifer below ground.

The other problem with the tank we feel will be a certain amount of sludge/foreign debris in the bottom of it which could be pulled through to our new boiler once installed.

Mr Atterwill and the clerk had obtained two quotations for a replacement tank

TRS - £2,800.00 plus VAT (£3,360.00)

PJ Plumbing & Heating - £2,594.00 plus VAT (£3112.80)

Mr Phillips proposed that the new tank from the contractor is purchased as part of the works costing £2594 + VAT, seconded by Mr Venworth and carried

7. To receive any correspondence relating to the Village Hall

Mr Atterwill reported that the fire alarm upgrade has now been carried out.

There is still some work to do regarding the guttering and drain covers.

The electrical testing has now been carried out and there were issues with the two main distribution boards in the building and the immersion heater in the loft. These items will be considered for the budget 2024.2025.

The Clerk raised a query on the use of the Village Hall while it is on shut down over the Christmas period.

Mrs Walker-Fraser proposed that the building remains closed as per the policy seconded by Mr Almond and carried

Mr Atterwill then reported that the family fun day was a success

Meeting Suspended for Further Time Allocated to the Public

Nothing was raised

8. To request items for the next agenda

Update on the heating installation

Tenders

Finance

9. To agree the date and time of the next meeting to be held on Monday 9th October 2023

All agreed

The meeting closed at 7.22pm

Approved by _____ Date _____

Signed _____