

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on **Monday 13th December 2021** at Swanton Morley Village Hall. The meeting commenced at 7pm.

Present: Mr R. Atterwill (Chairman), Mrs B O'Dowd, Mr J Venworth, Mr M Lappin and Mr G Curran,

Also in attendance was Mrs K. Pickard (Clerk) Mrs J Fabisz (Assistant Clerk) and three members of the public.

Time Allocated to the Public

Nothing was raised

1. To Receive Apologies for Absence

Apologies were received from Mr Keen, Mr I Cawdron Mr D Turner. Mr J Rodrigues sent message that he would be late. These were accepted by the Council.

2. To Receive Declarations of Interest

Invoice received from Mr Marc Lappin (see section c)

3. Minutes of 13th September 2021 to be Agreed and Signed

Mr Venworth proposed that the minutes be accepted as a true and accurate record of the meeting seconded by Mr Atterwill and carried.

4. Matters Arising from the Minutes of 13th September 2021

None were raised.

5. Finance

a. To Receive a Financial Report

In summary the report stated that:

- The Clerk reported that the bottom-line figure for August was £31,541.90
- Waste removal contract has been changed and reduced monthly cost
- Insurers have paid out for the claim for new gas cylinders and repair work following theft in October - £288.60 received
- Electricity contract has been renewed in October and outstanding credit received of £4620.16 in December.
- The sale of the Fussball table made £200.00
- Fireworks event made a profit of £964.70
- A claim from the clerk from Tesco bags for life has resulted in £500.00 funding for soft play equipment received 13 December 2021
- Kung fu and Ju Jitsu (will be returning as regular hirers) to boost revenue.

No questions were received following report

b. Accounts to Approve for Payment

Includes payments made in October and November for ratification.

The Clerk reported that there were additional December payments there had been invoiced since the report had been issued and which were now due:

- Thain Wilbur – audit of accounts - £348.00
- Emergency Oil purchase – Goff Petroleum - £1547.75
- Breckland Council – Gambling License - £20.00

This brings to the amount of payments (not included below with the December figures) to approve to £1915.75.

The emergency purchase of oil was due to late delivery from Mole Valley Farmers who couldn't deliver until 21 December and problems with the boiler that were not helped by low oil levels. Oil is purchased in the summer when it is cheaper, but supplies had reached very low levels.

Payee – October 2021	Description	Type	Amount
Viridor	Waste collection	Direct debit	£114.31
TV Licence	Monthly	Direct debit	£13.37
Swalec	Electricity	Direct debit	£500.00
Ansvar Insurance	Village Hall Insurance	Direct debit	£133.03
O2	Line rental	Direct Debit	£24.31
Lacons	Bar stock	Direct Debit	£2152.25
Breckland Council	Business rates	Direct Debit	£53.71
JD Catering	Replacement fridge	BACS	£659.99
JD Catering	Callout for cooker	BACS	£90.00
Staff payments	Bar staff	BACS	£261.91
Staff payments	Cleaner/Caretaker	BACS	£665.00
	TOTAL		£4667.88

Payee – November 2021	Description	Type	Amount
Viridor	Waste collection	Direct debit	£136.60
TV Licence	Monthly	Direct debit	£13.43
Swalec	Electricity	Direct debit	£500.00
O2	Line rental	Direct Debit	£24.31
Transfer	Business credit card	Direct Debit	£31.35
Breckland Council	Business Rates	Direct Debit	£53.00
APF	Village Hall Fire Risk Assessment	BACS	£364.65
Broadland Flooring	Cabin Floor replacement vinyl	BACS	£735.41
Bunzl	Cleaning consumables	BACS	£389.03
Refund	Private hire	BACS	£495.00
Refund	Private hire	BACS	£445.00
HMRC	Staff NI	BACS	£101.40
Mole Valley Farmer	Heating Oil	BACS	£432.52
Jewson	Maintenance	BACS	£75.14
Staff payments	Cleaner/Caretaker	BACS	£769.50
	TOTAL		£4566.34

Payee – December 2021	Description	Type	Amount
Viridor	Waste collection	Direct debit	£100.00
TV Licence	Monthly	Direct debit	£13.37
O2	Line rental	Direct Debit	£24.31
HMRC	Staff contributions	BACS	£12.40
JD Catering	Fridge callout	BACS	£108.00
JD Catering	Repair to oven	BACS	£232.82
Bunzl	Consumables	BACS	£68.23
S Withers/P Bennet	Damage Deposit Refund	BACS	£100.00
Wave	Water Bill	BACS	£386.87
TP Fire	Annual Contract	BACS	£228.00
JD Catering	Callout Water Boiler	BACS	£162.00
Oaks CCTV	Replacement Camera	BACS	£141.60
Oaks CCTV	Annual Contract	BACS	£396.00
	TOTAL		£1974.29

Mr Venworth proposed that the payments were ratified / paid and seconded by Mr Lappin and carried.

c. Accounts to Approve for Members with a Pecuniary Interest

Mr Lappin left the room as a member with a pecuniary interest. Mr Rodrigues was not present.

Payee	Description	Type	Amount
Mr Lappin	Contingency repair (Cabin)	BACS	£138.30
Mr Lappin	Boiler repair	BACS	£83.38
Mr J Rodrigues	Apple Tango – Bonfire Night	BACS	£31.15
	TOTAL		£169.45

It was noted that further repairs / parts for the boiler were needed but the system was working as of Friday (10 December).

A conversation was had about replacing the boiler and oil tank next year due to the emergency repairs that had taken place recently.

Mr Curran proposed that these payments were made, and Mr Venworth seconded and carried.

d. To review the income of the 2021/2022 Village Hall budget

Village Hall Income	Estimated full financial year (1 April to 31 March)	Actual YTD (1 st April to 30 th November)
Private Hire	£4067.20	£5097.40
Regular Hirers	£8852.65	£4206.75
Little Swans	£9576.00	£5140.80
Field hire	£1350.00	£1325.00
Donations/Interest/Funding	£220.00	£240.73
Recycling	£300.00	£508.46
Covid-19 grant funding		£12,000.00
Furlough	£928.00	£928.52

Bar turnover - Card	£5000.00	£2240.71
Bar turnover – Cash	£3000.00	£3120.00
Turnover – Corkage	£50.00	£137.00
TOTAL	£33,343.85	£34,945.37

The Clerk reported that the Village Hall is £10398.48 short of its target revenue. Regular hires had on the whole returned since June and private hirers have increased in numbers more than had been expected.

The Sum Up facility was working well although it was noted that despite Covid many people were still using cash.

e. To receive the internal audit report

The internal report was circulated to councillors and the internal auditor confirmed that all accounts were in line with bank accounts and records.

f. To agree the Trustees Annual Report for submission in January 2022

The RFO submitted a separate report which was approved ahead of the meeting

Mr Venworth proposed that the report was accepted, and this was seconded by Mrs O’Dowd

g. To consider quotes for recycling bin at the Village Hall

The Assistant Clerk has been investigating the cost of having a recycling bin at the Hall to reduce waste and support CASM.

Two quotes have been received to date:

- Biffa - £360.98 (1100L collected monthly)
- Breckland - £168.15 - (660L collected fortnightly)

A further quote is expected from Veoila shortly.

It was agreed that this item would be deferred to next meeting so all quotes can be considered.

6. To receive a report into the maintenance of Swanton Morley Village Hall and agree any actions necessary for improvements and health & safety compliance.

a. To consider upgrading the intruder alarm system

It was noted that BT will be shutting down its PSTN network by 2025 which the current system and any new system should not be reliant on this network.

English Security have reported that a sensor on one of the panels needs replacing (although a temporary repair has been undertaken) but the system currently in place has been discontinued. The Clerk has requested a quote to replace the whole system which would also allow for remote access from a mobile.

The total cost to replace and install a new alarm system is £699.00 plus VAT

A further quote from Redcare Essential Extra has also been received

To supply and install system would be £250.00 plus first year monitoring £150.00

Total cost £400.00 plus VAT

A discussion was had as to whether to have this replaced from current budget as it has not been planned for yet. If we leave it to April the quotes may increase.

Mrs O'Dowd proposed that if we have the funds, we get it done sooner as a failing alarm system could compromise the Village Hall insurance. This was seconded by Mr Venworth and all agreed that the system is upgraded as soon as possible.

ACTION - Assistant Clerk to arrange with English Security

b. To consider a quote to replace the material on the noticeboards in the entrance to the Village Hall.

Total of 4 boards. A quote of £40.25 has been received using a Hessian fabric. (Morley Makes)

Mr Atterwill proposed that this was accepted, and this was seconded by Mr Venworth.

The Assistant Clerk will arrange for boards to be recovered with Morley Makes in the New Year (ACTION)

7. To receive an update report on bookings for the remainder of 2021/ 2022

Current bookings predicted between 1 December 21 and 31 March 22

- 14 daytime events – no bar
- 5 events requiring a bar

The assistant clerk noted that it was encouraging that a further 3 bookings have coming in since the initial report and also that Vaccination UK working on behalf of the NHS delivering a school vaccination programme have booked to use the bar area on 18 Dec and 8 Jan. It was noted that other events such as children's parties need to be considered before taking bookings for this programme if we have any further requests.

Mrs O'Dowd proposed that support for Vaccination UK school vaccination programme continue, where possible, and was seconded by Mr Venworth.

8. To discuss a proposal from a local catering company

The clerk has received an email from a local catering company wishing to use the kitchen and cabin areas of the Village Hall to support his local business.

See Councillor information pack for request

The Parish Clerk reported that:

- Natterjack has been running the community café for the last 18 months
- Breckland council would be required to undertake an inspection
- They would like to install a fridge / freezer in the Cabin and have continuous access
- They would not expect exclusive use of the facilities
- They would like to be more involved in community efforts

It was noted that they ran a Xmas Fayre event which was well organised and very popular recently.

Questions raised:

- What resources would they be using and how much ie gas / electric
- What benefit would the Hall get over and above normal hire fees
- What impact might such an arrangement have on the Halls insurance policy / food hygiene ratings / other licenses (Breckland Council)

Whilst it was noted that the Village Hall Trust might like to support a fledging local business it should not be at the expense of the Village Hall funds or limit the use of the facilities to the local community.

It was agreed that The Clerk would meet with the company again to seek more clarity on what they are looking for. This matter was therefore deferred until January when a separate meeting may be required.

ACTION - Parish Clerk to meet with Natterjack to gain further clarity on proposals

9. To discuss the firework display 2021

Whilst the event was a success with many people attending there were some concerns – see information pack

Primarily safety was a concern given the amount of people that attended, and the Village Hall had no control of numbers, nor did we know how many would be attending.

It was noted that many organised events across Norfolk had been cancelled or no longer held and people attending were not just from the local area. Also Hoe Road was closed which didn't help matters.

Thankfully everything was ok on the night, but it was agreed that a review of such events was needed for the future. A draft Event Management Plan was included with the supporting information was discussed to support large events i.e. numbers that are at a maximum that facilities can accommodate.

A representative from the fireworks organisers stated that there was a PA system which was on hand if it was needed (located in the Hilton room) and that there were 40 stewards supporting the event to make sure everyone was ok.

It was suggested that the PA system could have been up and running for the whole event so as to communicate with the attendees particularly if there had been an emergency ie a lost child for example.

The Parish Clerk stated that Mr Carrick was in agreement and had agreed that representative/s from the Village Hall would be included in planning for future events.

10. To consider an Event Management Plan

A draft Event Management Plan included with the supporting information was discussed to support large events i.e., numbers that are at a maximum or above (where that is a possibility) of those that the facilities can accommodate including outside spaces.

ACTION - The Assistant Clerk will review the template and include guidance on what needs to be considered before a large event can take place.

11. To receive any correspondence relating to the Village Hall

Meeting suspended to receive questions from the floor

A member of the public stated that the hall should only be used for the community and also where regular events such as the Community Café were organised other organisations offering similar facilities or events should be considered – suggest that there was a Village Diary.

Mr Atterwill stated that it was not the intention of the Village Hall Community Café to clash with any other organisations in the village. There may be a drop in numbers for other organisations due to Covid as well. He also stated that it was not for the Village Hall to manage events arranged by other organisations. It was suggested that The Link Up might be a suitable way of communicating other events in the village.

12. To request items for the next agenda

- Natterjack Business Proposal – following clarity from the organisation
- The Event Management Plan
- Future Fireworks Events
- Replacing boiler and oil tank
- Recycling Bin

13. Date and Time of next meeting

The next meeting will be held on

14th March 2022 at 7pm

If an interim meeting is required to discuss the caterer's proposal councillors will be notified.

The meeting closed at 8.00pm

_____ (Chairman) _____ Date