

## SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 9<sup>th</sup> October 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, 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 pecuniary interest in item 8i and 8ii and a personal interest in item 9ii

### **3. Minutes of meeting held 11<sup>th</sup> September 2023 to be agreed and signed**

Mr Turner proposed that the minutes are accepted seconded by Mrs O'Dowd and carried

### **4. Matters arising from the minutes of 11<sup>th</sup> September 2023 (for information only)**

None were raised

### **5. Finance**

#### **a. Accounts to approve for payment**

Mrs O'Dowd proposed the payments are made seconded by Mr Venworth and carried

<b>Payee – September 2023</b>	<b>Description</b>	<b>Type</b>	<b>Amount</b>
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
BT	Alarm Line	Direct debit	£91.38
Ansvar Insurance	Village Hall Insurance	Direct debit	£158.67
Biffa	Waste Contract	Direct debit	£117.40
JD Catering	Glasswasher	BACS	£1452.00
Force Fresh	Consumables	BACS	£101.62
Oaks CCTV	Annual Fee	BACS	£417.60
Trade UK	Maintenance	BACS	£15.00
Adrian Forder	Heating consultation	BACS	780.00
		<b>Total</b>	<b>£3871.15</b>

### **6. To discuss Village hall promotion and agree any actions necessary**

The clerk reported that The Village Hall requires further promotion and the facilities on offer. The Clerk has joined three Norfolk wedding sites and is looking to advertise on these on a weekly basis.

The Clerk has contacted a consultant who has confirmed that she would be able to carry out a promotional update on the website, assist the clerk with a promotional video, produce photo slide shows and schedule regular posts on sites that would generate more presence for the Village Hall. The consultancy fee would be £15 per hour paid on invoice.

Mr Atterwill proposed that the Clerk appoint the consultant at a cost of £15 per hour capped at a maximum cost of £500 seconded by Mr Turner and carried

## **7. To discuss the advertising for casual bar staff**

The Clerk reported that there has been a resignation of one member of casual bar staff and a year off for university for another casual member of the bar staff.

Advertisements have been going online on social media and the Clerk can promote the casual bank vacancies on Indeed. This service is free of charge.

It was also suggested that advertisements could be included in the Link Up and Mardler.

*Mr Atterwill left the room and Mrs O'Dowd took the chair*

## **8. To receive the tenders for the for the upgrade to the lighting**

### **i. To receive the schedule of Contractors and Evaluation**

The Clerk had circulated the schedule of contractors, evaluations and recommendation ahead of the meeting for consideration.

Seven contractors had been invited to tender and four tenders had been received by the deadline. All tenders had been evaluated by price, quality and compliance to include health and safety, method statements and regulations.

The Clerk's recommended contractor scored the highest and the recommendation was based on Full insurance and risk assessments submitted for each element of the work required.

This contractor also has 'working at height' and scaffolding training and cover.

They have professional indemnity insurance as well as public liability.

The contractor is fully familiar with the building after carrying out the electrical testing and can be flexible around the hirers with a view to beginning this work during the period of half term.

The recommended contractor is not VAT registered therefore the cost submitted is the actual cost to the Village Hall Trust and is in line with the grant funding received.

Mr Almond suggested a register of businesses for Swanton Morley

### **ii. To appoint a Contractor following the tender process**

Mr Turner proposed that Dereham Electrical is appointed as the contractor to complete the replacement LED lighting seconded by Mr Venworth and carried.

Mr Almond proposed that as per the correspondence received from Dereham Electrical the cost of the lights for £5980 will be paid when these are delivered to the Village Hall seconded by Mr Venworth and carried

*Mr Atterwill re-entered the room and resumed the chair*

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

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

Mr Atterwill reported that the installation was now complete however following an inspection from the consultant appointed to oversee the work a snagging list was produced for work that needed to be addressed.

Mr Atterwill proposed that the invoice listed in the payments for approval is agreed in principle and paid when the work has been completed seconded by Mr Turner and carried

Mr Atterwill then proposed that when the work is complete the Clerk request a up to date Legionella Risk Assessment seconded by Mr Turner and carried

ii) To discuss the replacement of the electrical distribution boards in the cellar and agree any actions necessary

Following the electrical testing in the building, the distribution boards in the cellar were flagged up by the electrician:

“it is more urgent that distribution board ‘B’ located in the cellar is replaced as some of the breakers in there do not operate using the test button. The Crabtree Polestar range is now defunct and has been for some time. The electrician can only obtain a limited number of 2nd hand replacement parts from ebay and these parts cannot be guaranteed.

The recommendation received is that we replace distribution board ‘B’ and then retain in your stores all of the working component parts from this board as spares in case something goes wrong with main distribution board ‘A’ located in the Hilton room Cupboard.

This board can be changed at a later date and it was strongly suggested that the Village Hall Trust considers having this done in the not too distant future.

As part of the work to replace distribution board ‘B’ the electrician would remove distribution board ‘C’ also located in the cellar and connect these circuits to the new distribution board ‘B’.

The price to supply and install a new 12 way three phase distribution board complete with RCBO protection for all small power circuits and MCB protection for lighting circuits and the outside cabin, would be £1,880.00.

On completion a new installation certificate for all affected circuits would be issued. It is anticipated that the work will take 2 days to complete and there will be some disruption to the electrical supplies in building (not the office, Hilton Room or extension)”

Mr Turner has suggested that he looks into further pricing options and provides this for the next meeting.

It was agreed to defer this item until the November meeting.

#### **10. To receive any correspondence relating to the Village Hall**

Nothing was raised

*Meeting Suspended for Further Time Allocated to the Public*

Nothing was raised

#### **11. To request items for the next agenda**

Distribution boards

Update on the heating snag list

Update on the replacement lighting

**12. To agree the date and time of the next meeting to be held on Monday 13<sup>th</sup> November 2023**

All agreed

**13. To receive a proposal to close the meeting to the press and public for item 14, for the reason that the content of discussion relates to staff matters (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960)).**

Mr Atterwill proposed that the meeting is closed to the press and public seconded by Mrs O'Dowd and carried

**14. Staff Matters**

The position of the caretaker was discussed and it was discussed that the requirement would only be for 5 hours a week at £11 per hour.

Mr Atterwill proposed that the clerk reviews the caretaker job description and produces a new advert seconded by Mr Turner and carried.

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

Signed \_\_\_\_\_