

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 26th September 2022 at Swanton Morley Village Hall. The meeting commenced at 7pm.

Present: Mr R Atterwill (Chair), Mrs B. O'Dowd (Vice Chair), Mr D Turner, Mr J Rodrigues, Mr B Almond, Mrs A Walker-Frazer and Mr G Curran

Also in attendance was Mrs K. Pickard (Clerk)

1. To receive apologies for absence

Apologies received from Mr Venworth accepted by the Trustee

2. To receive declarations of interest

None received

3. Minutes of meeting held 13th June 2022 to be agreed and signed

Mr Rodrigues proposed that the minutes are accepted seconded by Mr Turner and carried

4. Matters arising from the minutes of 13th June 2022 (for information only)

None were raised

5. Finance

a) To receive a finance report and consider any recommendations

Since June there has been a large increase on weekend functions and wedding bookings for 2023 and 2024.

The bar functions that have taken place during the summer has boosted the income revenue and the total bar income YTD is £16,454.66. The card machine seems increasingly popular, and more customers appear to use it.

The new bar manager is currently working on increasing the bar prices and the clerk and assistant clerk have reviewed the hire fees to form a proposal to consider the increase of them at a F & G meeting.

Income of the 2022/2023 Village Hall YTD

Village Hall Income – YTD – 1st April 2022 – 31 May 2022	
Regular hirers	£3,396.50
Private hire	£8,765.80
Little Swans	£2,268
Bar income	£16,454.66
Field hire	£225.00
Donations/Interest/Lotto	£433.55
Total	£29,669.86

b) Accounts to approve for payment

As detailed on the agenda – this includes the list of payments made in July and August since the last Village Hall Trust meeting.

Mr Curran proposed that the payments are approved seconded by Mr Turner and carried

Payee – July 2022	Description	Type	Amount
O2	Phone bill	Direct debit	£26.21
Ansvar	Village Hall Insurance	Direct debit	£135.46
Eon	Electricity	Direct debit	£448.06
Wave	Water bill	BACS	£573.84
GJ Goff	Heating Oil	BACS	£1548.54
TV Licencing	TV Licence	Direct debit	£13.37
Breckland Council	Business rates	Direct Debit	£83.00
JD Catering	Water boilers	BACS	£291.01
Surelock Security	Replacement keys	BACS	£66.12
Screwfix	Maintenance	BACS	£12.95
Biffa	Waste removal	Direct debit	£86.22
Force fresh	Cleaning consumables	BACS	£161.88
Lacons	Bar stock	Direct Debit	£563.35
Shashiban Krishnag	Customer refund	BACS	£100.00
J Fabisz	Staff expenses	BACS	£123.84
Bar staff	Wages	BACS	£557.36
B & S Overman	Staff wages	BACS	£732.60
	Total		£5523.81

Payee – August 2022	Description	Type	Amount
O2	Phone bill	Direct debit	£26.21
Eon	Electricity	Direct debit	£434.98
TV Licencing	TV Licence	Direct Debit	£13.43
Breckland Council	Business rates	Direct debit	£83.00
Trade UK	Contingency repair	BACS	£6.79
Mole Valley farmer	Contingency repair	BACS	£65.49
TP Fire	Fire alarm service	BACS	£141.30
APF Services	Fire extinguishers	BACS	£83.99
JD Catering	Repair to gas cooker	BACS	£569.22
Biffa	Waste removal	Direct debit	£230.00
Force Fresh	Cleaning consumables	BACS	£148.38
K Whitmore	Cleaning	BACS	£50.65
Lacons	Bar stock	Direct debit	£1846.54
A Halls	Customer refund	BACS	£10.00
Premier parties	Bouncy castle hire	BACS	£80.00
Bar staff	Wages	BACS	£545.90
	Total		£4335.87

Payee – Sept 2022	Description	Type	Amount
O2	Phone bill	Direct debit	£24.31
Eon	Electricity	Direct debit	£488.46
Breckland Council	Business Rates	Direct debit	£83.00
Biffa	Waste collection	Direct debit	£86.22
TV Licence	TV Licence	Direct Debit	£13.37
B & S Overman	Staff wage	BACS	£900.90
PPL/PRS	Licence	BACS	£272.88
Cooks Blinds	Sliding door repair	BACS	£167.28
English Security	Alarm panel/Little Swans	BACS	£345.08
Premier parties	Bouncy castle hire	BACS	£160.00
Force Fresh	Cleaning consumables	BACS	£10.94
Crane Farm & Fencing	Wooden posts	BACS	£408.00
		Total	£2960.44

c) To agree the internal audit for the Village Hall accounts 2021/2022.

Mr Atterwill proposed that Thain Wilbur carries out the audit seconded by Mrs O’Dowd and carried

d) To discuss a replacement boiler

Mr Atterwill had circulated some information regarding a boiler survey ahead of the meeting for consideration.

This survey would look at if there are any alternatives to heating the building as the boiler is not cost effective anymore.

The cost would include project management to oversee any upgrade agreed.

The total cost of this service is £3900.00

Mr Atterwill proposed that the standing orders are waived and the quotation of £3900 is accepted seconded by Mr Turner and carried

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

Nothing raised

7. To receive any correspondence relating to the Village Hall

a. To receive an update on the fireworks event

The Clerk reported that herself and Mrs O’Dowd had attended the fireworks committee meeting with a view to following up from the event in 2021 and discussing anything that needs to be put in place for 2022.

A full risk assessment and insurance document will be provided ahead of the event.

Car parking was considered as well as a free bus service from Dereham Market Place to the junction of Manns Lane. This service will include Robertson Barracks and return journeys to Dereham.

Meeting Suspended for Further Time Allocated to the Public

8. To request items for the next agenda

Village Hall hire fees

Village Hall budget

Update on the safeguarding complaint

Caretaker job description

9. To agree the date and time of the next meeting

It was agreed that the next meeting of the Village Hall Trust would be 10th October 2022 for a short meeting following the Parish Council meeting

10. 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 & confidential complaint (permitted under section 1 para 2 of the public bodies (Admission to Meeting Act 1960)).

11. Staff Matters

The Clerk reported that the cleaner and caretaker had now retired from the Village Hall.

A temporary cleaner had been appointed on agreement from Mr Atterwill and Mrs O'Dowd due to the urgent requirement.

This has proved to be successful so the clerk would like agreement to offer a temporary to permanent contract that will be reviewed at the end of December.

All agreed

12. To discuss a safeguarding complaint

The clerk reported that a concern had been raised regarding one of the hirer groups. This issue was discussed with the hirer and the clerk had requested three documents in order to close the issue

Approved by _____ Date _____

Signed _____