

## SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 10<sup>th</sup> November 2025 at Swanton Morley Village Hall. The meeting commenced at 7pm.

Present: Mr R Atterwill, Mrs B O'Dowd, Mr J Venworth, Mr J Phillips and

Also in attendance was Mrs K. Pickard (Clerk)

### **1. To receive apologies for absence**

Apologies were received from Mr B Powter, Mrs A Walker-Fraser, Mr D Turner, Mr S Gauntlett and Mr J Rodrigues accepted by the Trust.

### **2. To receive declarations of interest**

None declared

### **3. To agree and sign the minutes of the Village Hall Trust meeting held on 8<sup>th</sup> September 2025**

Mr Venworth proposed that the minutes are true and accurate seconded by Mrs O'Dowd and carried

Mr Atterwill abstained due to absence

### **4. To receive matters arising from the minutes of 8<sup>th</sup> September 2025**

None were received

### **5. Finance**

#### **a. To Receive a Finance report from the Clerk**

The Clerk reported that the bottom line figure for October was £7546.55.

There is still an outstanding figure from invoices for £3277.70, the clerk has chased up the overdue ones from September events.

The Village Hall has been very quiet for large events this year and in the last two months there has only been three small bar events.

There are 11 private functions before the end of the year and 3 of those includes the bar.

The clerk has researched venues in the area and they appear to have had a quieter year as well.

Looking ahead to 2026 there is 27 private hire events booked in and 10 of those are weddings.

The clerk is still receiving enquiries to fill up the available dates.

Electricity bill – The Clerk also reported that the monthly electricity bills have started to reduce since having the solar panels installed – for October it had come down to £314.81.

The clerk will be sending an end of project report in April to the Norfolk Community Foundation to show the difference in energy bills.

Income for financial year 25/26:

|                                |                   |
|--------------------------------|-------------------|
| Village groups                 | £6912.75          |
| Little Swans                   | £6468.00          |
| Field hire                     | £1125.00          |
| Private hire                   | £4953.00          |
| Donations/Interest/Fundraising | £340.47           |
| Bar                            | £11,344.25        |
| Total                          | <b>£31,143.47</b> |

b. Accounts to approve for payment.

| Payee – November 2025         | Description                   | Type         | Amount          |
|-------------------------------|-------------------------------|--------------|-----------------|
| O2                            | Phone bill                    | Direct debit | £32.28          |
| TV Licence                    | TV Licence                    | Direct debit | £15.00          |
| YU Energy                     | Electricity                   | Direct debit | £371.47         |
| Breckland Council             | Business rates                | Direct debit | £112.00         |
| Swanton Morley Parish Council | Grasscutting                  | Direct debit | £297.50         |
| Anglian Water                 | Water rates                   | Direct debit | £350.00         |
| English Security              | Annual Intruder Alarm Service | BACS         | £90.00          |
| Force Fresh                   | Consumables                   | BACS         | £64.92          |
| Robin Goreham                 | Internal Audit                | BACS         | £80.00          |
| Force Fresh                   | Consumables                   | BACS         | £50.24          |
|                               |                               | <b>Total</b> | <b>£1463.41</b> |

Mr Phillips proposed that the payments are made seconded by Mr Venworth and carried

**c. To receive an update on the grant funding for a community orchard and wildlife area**

The Clerk reported that the application to Breckland Council for the Environmental Initiative grant and has been successful for £1,000.00.

Since the last meeting, the Clerk has been contacted by Norfolk Community Foundation to apply for further funding from the RWE project.

The Clerk had it confirmed that the Village Hall Trust can apply again this year even though £10,000.00 for the solar panels in 2024 was successful. This round of funding is specifically for outside wildlife areas and green space projects. The Clerk explained the project to create a community garden and was encouraged to apply.

This has now been submitted.

**d. To receive the Internal Audit report for 2024/2025 financial year**

The Clerk had circulated the internal audit report ahead of the meeting for consideration.

Mr Atterwill requested amendments to the term 'trustee'.

This will then be available on the Charity Commission website.

## 6. Maintenance

**a. To receive a report on refurbishment work to consider for a grant application**

The Clerk and Mr Venworth have carried out a building inspection to collate a 'refurbishment plan' for the Village Hall in order to consider applying for funding.

This is in the initial stages and the list of work was sent to Councillors ahead of the meeting.  
The items include:  
Repair of the top windows that no longer open  
Replacement bar doors  
Replacement panel windows in the main hall.  
The Clerk is putting together costs to complete the work ahead of applying for a grant.

*Mr Atterwill left the room*

**b. To receive an update on the changing room shower remedial work**

Following acceptance of the quotation at the September meeting, the clerk has raised £1500 so far from County Councillor Bill Borrett for the work.

This could be considered as part of the refurbishment work as there is a need to change the shower cubicles completely due to guidelines from the Football foundation.  
Mr Venworth provided two sketch option for the new layout to include the internal toilets.

*Mr Atterwill re-entered the room*

The diagrams were put on the screen for consideration.  
Mr Atterwill asked if Mr Venworth was considering knocking the wall down between the toilets and the changing rooms. Mr Venworth confirmed that was one of the ideas.  
Mr Venworth then explained the new possible layout to include toilets and private showers. There would need to be an architect to put together a design plan.  
Mrs O'Dowd asked if the sink and urinals could be swapped in the men's toilets.  
Mr Atterwill reported that due to the FA regulations, there is now a requirement for a third changing area for the referee, Mr Venworth referred to option three with an additional changing room.  
Mr Atterwill suggested that the Clerk contacts the FA for the official sizes and design required for the changing rooms.

**7. To receive any correspondence relating to the Village Hall**

Nothing raised

**8. To request items for the next agenda**

Update on project  
Update on RWE fund  
Outstanding invoices

**9. To agree the date and time of the next meeting to be held on 8<sup>th</sup> December 2025**

All agreed

The meeting closed at 7.29pm.

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

Signed \_\_\_\_\_