

## SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 12<sup>th</sup> December 2022 at Swanton Morley Village Hall. The meeting commenced at 7pm.

Present: Mr R Atterwill (Chair), Mrs B. O’Dowd (Vice Chair), Mr J Rodrigues, Mr J Venworth and Mr G Curran

Also in attendance was Mrs K. Pickard (Clerk)

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

Apologies received from Mr Almond, Mrs Walker-Fraser and Mr Turner accepted by the Trustee

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

Mr Venworth declared an interest in item 5c

### **3. Minutes of meeting held 14<sup>th</sup> November 2022 to be agreed and signed**

Mr Curran proposed that the minutes are accepted seconded by Mr Venworth and carried

### **4. Matters arising from the minutes of 14<sup>th</sup> November 2022 (for information only)**

None were raised

### **5. Finance**

#### **a) To receive a finance report and consider any recommendations.**

The Clerk reported that the bottom-line figure for November 2022 is £30,283.19.

As reported last month the clerk has now received the actual bill from E-on and the total amount to repay is £3358.09. In addition to this bill, the monthly direct debit has increased from £488 in September to £832.67 for November. This will be accounted for in the budget for the new financial year.

The new hire fees have been sent to regular hirers and the website is updated with the new rates for private hire.

The wedding fayre generated three enquiries and one booking on the new rates.

Mr Curran has recommended that a monthly reading is taken to monitor the electricity usage

#### **Income of the 2022/2023 Village Hall YTD**

<b>Village Hall Income – YTD – 1<sup>st</sup> April 2022 – 30<sup>th</sup> November 2022</b>	
Regular hirers	£4,612.10
Private hire	£10,427.10
Little Swans	£4,939.20
Bar income	£25,036.58
Field hire	£1,125.00

Donations/Interest/Lotto	£2,507.54
<b>Total</b>	<b>£48,647.52</b>

**b) Accounts to approve for payment**

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

Payee – December 2022	Description	Type	Amount
O2	Phone bill	Direct debit	£26.21
Eon	Electricity	Direct debit	£4277.65
Breckland Council	Business Rates	Direct debit	£83.00
Biffa	Waste collection	Direct debit	£124.50
TV Licence	TV Licence	Direct Debit	£13.37
StuLee	Cleaning	BACS	£140.40
Oaks CCTV	Replacement DVR Recorder/Callout	BACS	£474.00
English Security	Annual Intruder Alarm Service	BACS	£112.68
Living Wage Foundation	Membership	BACS	£72.00
		<b>Total</b>	<b>£5323.81</b>

**c) Accounts to approve for payment for members with a pecuniary interest**

Councillor Atterwill proposed that the expenses are paid seconded by Councillor O'Dowd and carried

Payee	Description	Type	Amount
Jim Venworth	Cellar expenses	BACS	£66.28
		Total	£66.28

**d) To agree the purchase of the POS System**

It was agreed to defer this item until the new year

**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.**

i. To consider a tender for the replacement heating system

The Clerk had circulated the tender document and drawings ahead of the meeting for consideration

The specification of the work involved was discussed and it was agreed that the proposed replacement system would be more energy efficient.

Mr Atterwill had circulated some proposed dates for the tender process included.

Councillor Atterwill proposed that the tender document and dates are accepted seconded by Councillor Venworth and carried

ii. To discuss a proposal for a replacement projector system

Mr Almond was not in attendance so it was agreed to defer the item until the new year.

Mr Curran did make a further suggestion that a large Television could be considered instead of a projector system.

Mr Atterwill raised the issue of the car park and the need to fill in the holes. Himself and Mr Venworth will carry out this work

**7. To agree the updated Safeguarding policy**

The Clerk had circulated the draft policy to councillors for consideration. There was one small amendment.

Councillor Atterwill proposed that the policy is adopted seconded by Councillor Venworth and carried

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

The Clerk reported that following the increase in the hire fees Little Swans have confirmed that with government funding they are happy with a 10% increase.

***Meeting Suspended for Further Time Allocated to the Public***

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

Projector

POS System

**10. To agree the date and time of the next meeting**

It was agreed that the next meeting of the Village Hall Trust would be 13<sup>th</sup> February 2022

**11. 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).**

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

**11. Staff Matters**

The position of the caretaker was discussed and that there has been some interest but no applications received.

It was suggested that some of the work required could be out sourced.

It was agreed that the Clerk will re-post the advertisement and send the job description to Mr Atterwill for consideration.

The advert will also be published in the Link up

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

Signed \_\_\_\_\_