

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held in Swanton Morley Village Hall on Monday 8th July 2019. The meeting commenced at 7.00pm.

Present: Mr R. Atterwill (Chairman), Mr J. Rodrigues, Mr G. Curran, Mr J Keen Mrs B O’Dowd and Mr S. Westbury.
Also in attendance was Mrs K. Pickard (Clerk) and Mrs M Heinrich (Administrator) and three members of the Public.

Time Allocated to the Public

Nothing was raised.

1. To Receive Apologies for Absence.

None Received.

2. To Receive Declarations of Interest

None received.

3. Minutes of 10th June 2019 to be Agreed and Signed

Mr Curran proposed that the minutes were a true and accurate record of the meeting, seconded by Mr Rodrigues and carried. The minutes were signed as a true and accurate record by Mr Atterwill.

4. Matters Arising from the Minutes of 10th June 2019 (for information only)

There were no issues raised.

5. Finance

a) To Receive a Financial Report and Consider Recommendations

Councillors had previously received the Finance report with the meeting pack.

The bottom-line figure for June was £10,752.71.

The Clerk reported that there has been an increase in the bottom-line figure from May of £3431.01, this is due to outstanding invoices being cleared and many payments being promptly received upon dispatch of invoices.

The Bar has banked £4822 in June, from private functions. This healthy figure is due in part to the number of bookings but also because of guidance from our Bar Manager on the introduction of new stock and prices.

b) Accounts to Approve for Payment

The Clerk reported that there had been three additional invoices received on the morning of the meeting for remedial works at the Village Hall. This brings the total amount to pay to £2269.02. The following invoices had already been received for payment. Mr Rodrigues proposed that these payments be made, seconded by Mr Westbury and carried.

Payee	Description	Amount
Dereham Direct Packaging	Plastic Cups – Tractor Rally	£58.68
Bunzl	Cleaning Supplies June	£605.31
Jewson	Sealant/Drill Bit	£15.64
English Security	Annual Service Intruder/Fire Alarm	£205.60
Wave	Water Bill	£331.70
Eastern Cash Registers	Service & Programming	£240.00
Sid Banham	Remedial Works – Men’s Toilets	£588.51
Mole Valley Farmer	Roundup Granular Biosoft	£55.58

Frappel & Knight	Remedial Works	£168.00
	TOTAL	£2269.02

d) Staff Payments Made (4th June – 3rd July)

The following payments were reported as being made under contract:

Type of Work	Total Payments Made
Cleaning & Caretaking	£711.00
Bar Staff	£189.40
TOTAL	£900.40

e) To Receive an Update Report for a Councillor to be a Signatory for the Lloyds Village Hall accounts

The Clerk has received the mandate request form from Lloyds and has passed this to Mrs O'Dowd to complete and sign.

f) To Consider the Proposal of the New Hire Fees for the Village Hall

Following the Finance & Governance meeting on 26th June where hire fees were discussed, the Administrator had sent a document of proposed changes to these fees for consideration. It was agreed that this is something that needs updating for the hire of the building and pitch fees. Mrs O'Dowd proposed that the proposed new fees should be implemented from 1st October 2019, seconded by Mr Keen and carried.

6. To Receive Report into the Maintenance of Swanton Morley Village Hall and Agree Actions Necessary for Improvements and Health and Safety Compliance

a) To Receive an Update Report on a Bike Shelter for the Village Hall

The Administrator reported that there is no grant funding available at present. This project has been placed on temporary hold while the Administrator carries out some more research.

b) To Receive an Update Report on the Remedial Works in the Men's Toilets

The Clerk reported that Mr Banham has completed the requested works and there is now a noticeable improvement.

c) To Consider a Proposal from a Local Company for a Floral Display in the Foyer

Mr Atterwill reported that he has been approached by an individual on behalf of Daisy's Florist in Dereham who has asked if they can place a free floral display in the foyer of the Village Hall to promote themselves. They are happy to design and put this together. Mrs O'Dowd proposed that this be accepted seconded by Mr Rodrigues and carried.

7. To Receive any Correspondence Relating to the Village Hall

The Clerk reported that there is an issue with the receipt feed on the till in the bar. Unfortunately, due to the till itself being discontinued the parts required are no longer available. The Clerk has spoken with the engineer regarding this issue and has been advised that a replacement till is necessary. The Clerk will contact Eastern Cash Registers to discuss options of tills and prices to be considered at the next meeting. The Administrator then reported that there had been a maintenance issue with the key card reader for access into the building. Mr Atterwill added that he had been called to the Hall to assist with the problem and confirmed that the reader had completely seized. As a result, the Clerk requested an engineer visit, who could find no fault with the reader itself. He did advise that, that particular model is now discontinued and probably nearing the end of its life. He suggested that it would need replacing in the near future and that we might like to consider that sooner rather than later as so many people need access to the building. The Clerk will look at replacement options.

Meeting to be Suspended To Receive Questions from the Floor

None received

8. To Request Items for the Next Agenda

To consider the replacement of the bar till.

To consider the options of a replacement access card reader for the building.

9. To Agree Date and Time of Next Meeting as Monday 12th August 2019 at 7pm

Carried.

The meeting closed at 7.28pm

_____ (Chairman) _____ Date