

## SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 3<sup>rd</sup> July 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 D Turner and Mr B Almond and Mrs A Walker-Fraser

Also in attendance was Mrs K. Pickard (Clerk)

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

Apologies were received from Mr J Rodrigues

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

Mr Atterwill declared an interest in item 5c

### **3. Minutes of meeting held 12<sup>th</sup> June 2023 to be agreed and signed**

Mr Venworth proposed that the minutes are accepted seconded by Mrs Walker-Fraser and carried

### **4. Matters arising from the minutes of 12<sup>th</sup> June 2023 (for information only)**

None were raised

### **5. Finance**

#### **Accounts to approve for payment**

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

| <b>Payee – May 2023</b> | <b>Description</b>     | <b>Type</b>  | <b>Amount</b>   |
|-------------------------|------------------------|--------------|-----------------|
| O2                      | Phone bill             | Direct debit | £29.71          |
| Eon                     | Electricity            | Direct debit | £656.23         |
| Breckland Council       | Business Rates         | Direct debit | £44.00          |
| TV Licence              | TV Licence             | Direct debit | £13.25          |
| Ansvar Insurance        | Village Hall Insurance | Direct debit | £158.67         |
| Stripe Sumup            | Till                   | BACS         | £605.94         |
| Big Bear                | Coronation             | BACS         | £792.00         |
| Screwfix                | Maintenance            | BACS         | £25.17          |
| Plumbfix                | Maintenance            | BACS         | £27.55          |
| Force Fresh             | Consumables            | BACS         | £167.66         |
|                         |                        | <b>Total</b> | <b>£2520.18</b> |

a) To receive an updated income report to include bar function analysis

The Clerk had circulated this ahead of the meeting for consideration.

The analysis showed the expected income from regular and private hire functions and included a bar function analysis to show the forecast of income from events

b) To receive a quotation for a replacement fire alarm panel

Mr Atterwill had circulated an 'Improvement analysis' ahead of the meeting that detailed the outstanding work in priority order.

The fire alarm panel was changed from red to amber therefore will be considered as part of the 2024/2025 budget

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

c) To receive a quotation for the electrical installation condition report

The Clerk has received two quotations to carry out the electrical installation condition report that is due for the Village Hall.

**Mr Almond proposed that the Village Hall Trust appoint Dereham Electrical to carry out the work for £595.00 seconded by Mr Venworth and carried**

d) To receive a quotation for replacement double glazed panes for the main hall

This item is deferred until 2024/2025

e) To receive a quotation for a replacement dishwasher

This item was deferred until August to request further information on commercial dishwashers and an additional quote.

f) To receive a quotation for a replacement glass washer

This item was deferred until August to request further assistance from JD Catering

g) To receive a quotation for a replacement electric cooker

This item was deferred until 2024/2025

h) To receive a quotation to repair the shower wall

This item has been deferred until a later date.

Mr Atterwill raised the issue of the hand dryers in the toilets.

**Mr Venworth proposed that the hand dryers are purchased seconded by Mr Turner and carried**

## **6. To agree the Village Hall budget for 2023/2024**

The Clerk had circulated the up to date Village Hall budget document to Councillors ahead of the meeting for consideration

Mr Atterwill proposed that the budget is accepted seconded by Mr Venworth and carried

## **7. To discuss the Village Hall Trust paying the Parish Council for the grass cutting of the playing field**

It was agreed that £1700 from the Village Hall budget for the grasscutting of the playing field. This formed part of the budget document

**Mrs O'Dowd proposed in principle for the Village Hall Trust to pay this subject to the Public Works Loan seconded by Mr Phillips and carried**

**8. To approve Swanton Morley Football Club building a secure surround for the sandbags at the back of the container**

The Clerk reported that this is no longer required

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

Nothing was raised

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

Nothing was raised

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

Village Hall Grant  
Grasscutting  
Glasswasher  
Dishwasher

**11. To agree the date and time of the next meeting to be held on Monday 14<sup>th</sup> August 2023**

All agreed

**12. To receive a proposal to close the meeting to the press and public for item 13, 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).**

Mrs O'Dowd proposed to close the meeting seconded by Mr Turner and carried

**13. Staff Matters**

The Clerk reported that the Caretaker had resigned.

It was agreed that Mr Atterwill and Mr Venworth would continue with the weekly and monthly checks as all of the main jobs had now been completed.

**The meeting closed at 8pm**

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

Signed \_\_\_\_\_