

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held in Swanton Morley Village Hall on Monday 9th December 2019. The meeting commenced at 7.00pm.

Present: Mr R. Atterwill (Chairman), Mrs O'Dowd (Vice Chair), Mr G. Curran, Mr J Rodrigues, Mr I Cawdron, Mr D Turner and Mr S. Westbury.

Also in attendance was Mrs K. Pickard (Clerk), Mrs M. Heinrich (Administrator) and one member of the Public.

Time Allocated to the Public

No matters raised.

1. To Receive Apologies for Absence

Apologies were received from Councillor Keen.

2. To Receive Declarations of Interest

None received.

3. Minutes of 11th November 2019 to be Agreed and Signed

Mr Rodrigues proposed that the minutes be accepted as a true and accurate record of the meeting seconded by Mr Curran and carried.

4. Matters Arising from the Minutes of 11th November 2019 (for information only)

There were no issues raised.

5. Finance

a) To Receive a Financial Report and Consider Recommendations

Councillors received a Finance Report with the meeting pack prior to the meeting.

It was reported that the bottom-line figure for November is £8039.75. This figure is consistent with previous months.

There has been an increase in hirer enquiries and the new rates are working well.

The Bar has banked £2250 from November functions.

There remains one unpaid hirer's invoice from August in the sum of £75.60.

The total outstanding hirer's invoices for November is £1077.25.

It was reported that with the increase of bar revenue and bookings, the Village Hall accounts should end the year on a positive note.

b) Accounts to Approve for Payment

The Clerk reported that two additional invoices had been received from Bunzl for cleaning supplies in the sum of £133.31. The invoices below were presented for payment.

Mrs O'Dowd proposed that these invoices be paid seconded by Mr Westbury and carried.

Mr Curran also requested the outstanding payments report to be renamed to include the title, 'Village Hall'. The Clerk agreed to action this request.

Payee	Description	Amount
WAVE	Water Bill	£642.48
Bunzl	Cleaning Supplies	£133.31
Initial	Sanitary contract	£95.47
Living Wage Foundation	Yearly subscription	£72.00
T & P Fire	Fire monitoring	£87.12
English Security	Fire Alarm Monitoring	£228.00

Jewson	WD40, Screws	£15.62
Oaks CCTV	Contract	£366.00
		£1640.00

c) Staff Payments Made (4th November – 3rd December)

Type of Work	Total Payments Made
Cleaning & Caretaking	£630.00
TOTAL	£630.00

d) To consider information from the Living Wage Foundation and agree any actions necessary

The Clerk reported that as a member of the Living Wage Foundation, a notification has been received that the living wage will increase from £9 per hour to £9.30 per hour for the Village Hall staff.

Mr Westbury proposed that the increase should be implemented from 1st January 2020 seconded by Mr Turner and carried.

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

a) To Receive an Update Regarding the Wear and Tear of the Tables and Chairs

A further quote for reupholstering the 99 damaged chairs has been received from John Lane Upholstery in the sum of £2828.75. This could be further reduced by opting for discontinued fabric to match the existing and remaining chairs, to approximately £2522.

Mr Atterwill proposed that we accept the lower quotation and work on a rotation of 25 of the chairs at a time seconded by Mr Westbury and carried.

b) To consider Quotations for Repair to the Telephone Box Library

The damaged door has been inspected by Mr Banham and it has been discovered that the bottom panel and the side rails all need replacing. It is recommended that they are replaced using hardwood for longevity. Mr Banham has quoted £643.20 for the repair on the phone box.

Mr Atterwill proposed that this quotation is accepted and that Mr Banham is instructed to carry out the work, seconded by Mr Westbury and carried.

7. To Receive any Correspondence Relating to the Village Hall

a) To Receive an Update on the Security Issue at the Village Hall and consider additional CCTV coverage

The Administrator has had further discussions with Oaks CCTV Ltd regarding the siting of the agreed (see minutes of November meeting) additional camera. It is suggested that the better option is actually the lower of the two quoted prices. We are advised that both cameras would cover exactly the same area – the full length of the hedge but choosing the lower option would result in clearer/more detailed images and be cheaper (£126 less) and easier to fit.

This was agreed.

Mr Cawdron then requested an update on the Legionella risk plan. This will be an item on the Agenda for the January meeting.

Meeting to be Suspended To Receive Questions from the Floor

One member of the public referred to the agenda lay out for this month and queried why the finances were not listed.

Mr Atterwill responded that this is in response to the Clerk attending 'Agenda and Minutes' training. Details will still be provided in the minutes of the meeting for transparency.

8. To Request Items for the Next Agenda

To receive an update on the additional quotations for the tables and chairs
To receive an update on the Legionella Risk Assessment Management Plan

9. To Agree Date and Time of Next Meeting as Monday 13th January 2019 at 7.00pm

Carried.

The meeting closed at 7.21pm

_____ (Chairman) _____ Date