

## SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 13<sup>th</sup> March 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 Rodrigues, Mrs A Walker-Fraser and Mr B Almond.

Also in attendance was Mrs K. Pickard (Clerk), Mrs R Scaife (Assistant Clerk) and one member of the public

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

Apologies were received from Mr D. Turner

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

None were received

### **3. Minutes of meeting held 13<sup>th</sup> February 2023 to be agreed and signed**

Mr Rodrigues proposed that the minutes are accepted seconded by Mr Almond and carried

### **4. Matters arising from the minutes of 13<sup>th</sup> February 2023 (for information only)**

Mr Venworth asked the Clerk if she had obtained clarification that only hirers with children or vulnerable adults need to produce a safeguarding policy or do all hirers of the building. The Clerk confirmed that ACRE had advised that only the groups with children and vulnerable adults need to submit the document. The Clerk also confirmed that all Village Hall groups that are required to have produced a safeguarding policy.

### **5. Finance**

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

The Clerk reported that the bottom-line figure for February 2023 is £25,557.98.

The hirer fees are now increasing which is evident in the income section.

The Clerk has spoken to Greene King who has confirmed that the prices are fixed and any increase would be advised in advance following an increase from the supplier

The direct debit for E-On repayment has now been debited from the account and the payments are back to monthly.

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

<b>Village Hall Income – YTD – 1<sup>st</sup> April 2022 – 28<sup>th</sup> February 2023</b>	
Regular hirers	£8,371.20
Private hire	£12,953.21
Little Swans	£7,509.60
Bar income	£27,759.10
Field hire	£1,350.00
Donations/Interest/Lotto	£927.95
Warm Hub	£2,000.00
<b>Total</b>	<b>£60,871.06</b>

**b) Accounts to approve for payment**

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

<b>Payee – March 2023</b>	<b>Description</b>	<b>Type</b>	<b>Amount</b>
O2	Phone bill	Direct debit	£26.21
Eon	Electricity	Direct debit	£687.94
Breckland Council	Business Rates	Direct debit	£83.00
Biffa	Waste collection	Direct debit	£105.65
TV Licence	TV Licence	Direct Debit	£13.25
Goff Petroleum	Heating Oil	BACS	£1582.03
Screwfix	Maintenance	BACS	£107.90
Force Fresh	Cleaning consumables	BACS	£172.98
Just Projectors	Replacement projector	BACS	£798.00
		<b>Total</b>	<b>£3576.96</b>

**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 receive a report on the upgrade to the toilets

Mr Atterwill reported that following the appointment of the new Caretaker, there have been some issues in the gents toilets, the wall was wet in the foyer and there was a blocked drain leading into the changing room. It was discovered that the stop cock tap had a pin hole in it. The caretaker has replaced the stopcock and new pipework has been installed. There are also issues with the drainage from the changing room into the toilet. This has not been installed correctly and doesn't run away properly.

Due to the work required and the need to upgrade the facility the Caretaker has put together a quotation to include removal or the urinals and replacing with a trough, clock the access between the toilets and the changing room, new vanity unity, basins and hand dryers.

The total cost for this work would be £6475.00 to include labour costs for the caretaker

The ladies toilet also requires a upgrade to include new basins and taps, radiators and hand dryers, worktop and upstand.

The total cost for the ladies toilet refurbishment would be £6040.00 to include labour costs for the caretaker.

Mrs Walker Fraser asked if it was possible to see a bigger picture of all of the work required for the Village Hall to include the lighting, heating system and cabin work.

This would include potential long term work.

The clerk will formulate a document with a forecast of maintenance work for consideration.

- ii. To consider the hire of skip

The Clerk reported that there still appears to be a number of items in the building that are no longer used or required.

The caretaker has suggested the hire of a lockable skip over a three to four week period to allow time to go through each area of the building to remove any excess items.

The cost of the hire of the skip is £255 + Vat for two weeks – additional week would be £40 + VAT. If the hire is up to four weeks, it would total £402 incl VAT.

Mr Rodrigues proposed that the skip is hired at a maximum cost of £402 seconded by Mrs Walker-Fraser and carried

iii. To consider the tenders for the upgrade to the heating system

Mr Atterwill had circulated the tenders and evaluations ahead of the meeting for consideration. Mrs Walker- Fraser asked how we selected the contractors that were invited to tender, Mr Atterwill advised Mrs Walker-Fraser that the contractors were recommended.

Mr Atterwill had also included a recommendation.

Mr Rodrigues asked what work is involved with the replacement boiler.

Mr Venworth proposed that subject to the finance being put in place, PJ Plumbing is appointed as the contractor seconded by Mrs O'Dowd and carried.

Mr Rodrigues abstained from the vote

iv. To consider funding options for the upgrade to the heating system

Mr Atterwill confirmed that the Village Hall do not have the funds to pay for the replacement boiler, they would also be required to find the cost of the VAT as well.

The Village Hall is not VAT registered as it is under the VAT threshold.

Advice has been sought and as it is a village asset the Parish Council are able to fund the project for the community.

Mr Venworth said he was happy for the Parish Council to obtain a loan for the work however it would also be good practice to include a forecast of work within the Village Hall budget.

Mr Venworth proposed that the Village Hall Trust ask the Parish Council to consider funding the replacement heating system seconded by Mrs O'Dowd and carried

Mr Rodrigues abstained from the vote

## **7. To receive an update on the warm hub/community café**

The Assistant Clerk reported that as a continuation from the Tuesday café the warm hub is being used by individuals on occasion as well.

The Assistant Clerk is looking at other options moving forward on how the Village Hall can build on this once the warm hub has finished on 31<sup>st</sup> March and is continued as a community hub.

The Clerk also suggested that a survey goes out in the Mardler to see what the community would like from the building.

It was suggested that the assistant clerk puts together a report of which groups have been approached and how the use of the building can be maximised.

## **8. To receive an update on the Caretaker position**

Mr Atterwill reported that the caretaker has now started at the Village Hall. He has carried out additional hours as there have been some larger pieces of work to do. All COSHH files are up to date including the fire alarm logs, and the repairs to the doors have been carried out. There is still

some work to be done the COSHH store in the cabin need to be separate from the chest freezer and will require new shelving.

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

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

The member of the public asked if any consideration had been given to toilet facilities while to refurbishment may be carried out

Mr Atterwill suggested it would only be one toilet at a time not all facilities at the same time.

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

Budget

Schedule of Maintenance

Sound system (Budget)

**11. To agree the date and time of the next meeting to be held on 10<sup>th</sup> April 2023**

**All agreed**

**The meeting closed at 8pm**

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

Signed \_\_\_\_\_