

SWANTON MORLEY VILLAGE HALL TRUST

A virtual meeting of Swanton Morley Village Hall Trust was held via Microsoft Teams on Monday 13th July 2020. The meeting commenced at 7.00pm.

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

Also in attendance were Mrs K. Pickard (Clerk)

Time Allocated to the Public

No public were in attendance

1. To Receive Apologies for Absence

Apologies were received from Mr Rodrigues

2. To Receive Declarations of Interest

None received

3. Minutes of 20th May 2020 to be Agreed and Signed

Mrs O'Dowd proposed that the minutes be accepted as a true and accurate record of the meeting seconded by Mr Cawdron and carried.

4. Matters Arising from the Minutes of 20th May 2020 (for information only)

None were raised.

5. Finance

a. To Receive a Financial Report and Consider Recommendations

Councillors received a Finance Report to include the monthly payments against the budget and monthly bank reconciliation ahead of the meeting.

It was reported that the bottom-line figure for June was £28,136.66. This figure remains higher due to the COVID-19 Small Business grant received from Breckland District Council.

The income for June was reported as £677.20. This included recycling and bank interest.

The amount of the shortfall for June stands at £2117.40 for regular and private hirers.

The Clerk then reported that the total shortfall to date from the beginning of Covid-19 stands at £8,639.45.

The Clerk also reported that the bar stock loss stands at approx. £750.

Councillor Curran requested that the Clerk speaks to the insurance company to see if this would be covered by our policy. The Clerk had previously spoken to the insurance company in March who confirmed that COVID-19 was not covered.

Councillor O'Dowd then requested a cumulative loss forecast to be presented at the next meeting of the Village Hall Trust for the period of March 2020 to October 2020.

Little Swans Pre-School, Primary Paws and both Football clubs have now returned to use the Village Hall field.

This will generate a small amount of income.

The Administrator has also been taking queries and some bookings for 2021/2022. This will result in some income for deposits.

b. Accounts to Approve for Payment

Mr Curran proposed that these invoices be paid, seconded by Mr Keen and carried.

The Clerk has included in the list below, the details of invoices approved for payment on the 24th June due to no Village Hall Trust meeting.

Payee	Description	Amount
Screwfix	Steel cable lock, polyfiller, paint, masking tape, paper roll, coveralls, disinfectant, outdoor disinfectant	£94.88
Wave	Water Bill	£426.71
T & P Fire	Callout	£118.20
Toftwood Garden Centre	Village Hall garden space shrubs	£38.05
Bunzl	Cleaning consumables	£281.50
Staff payments	May 2020	£520.80
TV Licence	Monthly direct debit	£13.20
Barclaycard	Card machine rates monthly direct debit	£18.00
Swalec	Electricity	£437.00
Ansvar Insurance	Monthly direct debit	£131.94
Viridor	Waste contract direct debit	£16.70
O2	Monthly direct debit	£17.98
Staff Payments	March 2020	£725.40
All payments above were approved on 24th June 2020 by email.	Councillor Atterwill proposed the payments were made seconded by Councillor O'Dowd	£2114.96
Screwfix	Maintenance items	£82.25
Viridor	Waste contract direct debit	£16.94
Barclaycard	Card machine rates monthly direct debit	£18.00
TV Licence	Monthly direct debit	£13.20
Swalec	Electricity direct debit	£437.00
Ansvar Insurance	Village Hall insurance	£131.94
O2	Monthly direct debit	£17.81
	Total	£717.14

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

Type of Work	Total Payments Made
Cleaning & Caretaking	£520.80
TOTAL	£520.80

d. To Receive an Update on the Application for a Business Credit Card with Lloyds bank.

The Clerk reported that the application online is still ongoing due to Lloyds bank experiencing some technical issues online.

The Clerk will continue to chase.

e. To Receive an Update on the Internal Audit

The Clerk reported that the paper documents have now been delivered to Thain Wilbur for the internal audit to take place. It is hoped that the report will be received shortly.

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

Mr Atterwill reported that the area in front of the Oil container is becoming increasingly overgrown and the ground is uneven. Therefore, some work is required.

The Clerk has contacted Mr Banham for a quotation to place either a concrete pad or slabs in front of the container to make this safely accessible.

Mr Banham has quoted the maximum of £350 for either of the jobs to be carried out.

Mr Atterwill then asked Councillors what option would be the most favourable.

Mr Westbury has suggested that the slabs would be the better option, as in future if the container need to be moved or removed, they will be easier to take up.

Councillors agreed.

Mr Atterwill proposed that the Clerk contacts Mr Banham to make arrangements for the work to be carried out seconded by Mr Westbury and carried.

The Clerk then reported that the caretaker has been doing a full redecoration of the toilets during the period of closure. The Clerk had suggested a slate grey colour to freshen the toilets up and the caretaker has done a lovely job.

The Clerk and Mr Atterwill suggested replacing the hand towels with hand dryers in the future. Mr Curran suggested to carry out some air movement research in accordance with government guidelines.

a. To receive an update report on the replacement blinds

Mr Atterwill reported that both himself and the Clerk had been in contact with the manager at Cooks blinds following the ongoing problem of the current blinds not working satisfactorily.

Cooks Blinds originally quoted to replace the existing electric blinds for £765 + VAT.

The Clerk and Mr Atterwill have now received a revised quotation for £500 + VAT

Mr Atterwill proposed that the quotation was accepted seconded by Mrs O'Dowd and carried.

7. To Receive an Update on the Closure of the Village Hall due to COVID-19

The Clerk reported that due to the current COVID-19 situation, the Village Hall remains closed.

The Clerk and Administrator have carried out some research following the government announcement that Village hall's can reopen. Unfortunately, indoor sports are still prohibited and other groups that would hire are in the vulnerable category.

The Administrator has contacted the regular hirer groups to obtain an update on their plans, should the Village Hall be allowed to re-open. The Clerk confirmed that only one group would like to return in August. The rest of the hirers would not look to return until September or October.

Following the most recent announcement for Village Hall's the Clerk confirmed that it has been advised that

1. Changing rooms should not be used
2. There needs to be minimal numbers on site at any one time
3. The kitchen would not be available
4. The Hilton room could only be used to small meetings to allow for social distancing
5. Staggered timings would need to be arranged with all hirers
6. Reduced capacity of the group size, and
7. The Village Hall would need to comply with track and trace which will require setting up a strict GDPR system
8. A risk assessment would need to be in place ahead of any reopening (The Clerk reported that Mrs O'Dowd has offered to assist with producing this document)

Following advice from APF Services regarding the risk assessment, the Village Hall trust would also need to provide hand sanitisers on site. The suggested number would be four. This would be one outside the main entrance, one in between the changing rooms when government allow the reopening, one outside the toilets and one outside the kitchen.

The Clerk has found one company who has some in stock that are wall mounted on a backboard to contain information on hand sanitising. These are at a cost of £51.03 + VAT per sanitiser.

Mr Westbury then suggested that the Clerk obtains further quotes for these to include foot operated systems as it will be a long term investment.

Mr Atterwill proposed that due to the scale of organising to meet all of the criteria to reopen, that it is agreed that this will not take place before the end of August and it will be reviewed at the August meeting, seconded by Mr Westbury and carried.

i. To Consider the Charity Bike Ride event

The Clerk confirmed that the Administrator has been contacted by the hirer who organises the charity bike ride from the Village Hall twice a year. The hirer would still like to go ahead with his event that he has rescheduled twice through the Covid-19 pandemic.

The hirer in question has provided a full detailed risk assessment on how this event will run, if permission is granted by the trustees.

Mrs O'Dowd raised a couple of question:

1. How would the toilet system work?
2. Can the hirer provide specific details for the one-way system?

The Administrator will request this further information from the hirer.

It was agreed that if this event is allowed to take place, the Cleaner and Caretaker will not be allowed access to the building until 72 hours after the event has finished.

Mr Atterwill proposed that the Councillors delegate the responsibility of the risk assessment in question to the Clerk and Mrs O'Dowd.

Mr Curran opposed to this event taking place on the grounds that congregation in the car park could be an issue.

8. To Receive any Correspondence relating to the Village Hall

Nothing to report

Meeting to be Suspended To Receive Questions from the Floor

No public were present.

10. To Request Items for the Next Agenda

To receive an update for the sign in the car park

To discuss the potential reopening of the Village Hall in line with government guidelines

11. To Agree Date and Time of Next Meeting as Monday 10th August 2020 at 7.00pm

The next meeting of Swanton Morley Village Hall Trust will take place on Monday 10th August 2020 at 7pm via Microsoft Teams

All agreed.

The meeting closed at 7.40pm

_____ (Chairman) _____ Date