

SWANTON MORLEY VILLAGE HALL TRUST

A virtual meeting of Swanton Morley Village Hall Trust was held via Microsoft Teams on Wednesday 20th May 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 and Mr D Turner.

Also in attendance were Mrs K. Pickard (Clerk) and Mrs M Heinrich (Administrator).

Time Allocated to the Public

No public were in attendance

1. To Receive Apologies for Absence

Apologies were received from Mr Keen and Mr Rodrigues

2. To Receive Declarations of Interest

None received

3. Minutes of 9th March 2020 to be Agreed and Signed

Mr Curran 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 9th March 2020 (for information only)

Mr Atterwill reported that the request to pressure wash the slabs in front of the containers has been carried out and the Wayleave for UK Power Networks has been signed and sent back to commence the work in the car park.

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 April was £31,744.70. This figure is largely due to the COVID-19 Small Business grant received from Breckland District Council for £25,000.

This figure also includes the remainder of the grant funds for the bike shelter of £959.30 that is earmarked for replacement Perspex panels, lighting, and competitions.

The Clerk also reported that due to the current COVID-19 pandemic the income for the Village Hall has been greatly reduced. The income for April was reported as £26,067.15 taking into consideration that £25,000 of this is the business grant.

The amount of the shortfall for April stands at £2192.15 for regular and private hirers.

Mr Westbury asked for clarification that the £25,000 received from Breckland District Council was a grant and not a loan. Mr Atterwill confirmed that it is a grant.

b. Accounts to Approve for Payment

The Clerk reported that an additional invoice had been received from TP Fire for £30.00. This invoice is that VAT amount missing from the original invoice that was paid in February. The invoices below were presented for payment.

Mrs O’Dowd proposed that these invoices be paid, seconded by Mr Curran and carried.

The Clerk has included in the list below, the details of invoices approved for payment on the 14th April due to no Village Hall Trust meeting.

Payee	Description	Amount
M Heinrich	WIX Membership	£61.20
Jewson	Sealant/Pipe clips	£19.76
Mole Valley Farmers	Heating Oil	£620.39
Screwfix	Thermometer	£14.99
APF Services	Risk Assessment (Approved Feb 20)	£359.98
	Replacement extinguisher	£41.48
Scribe	Accountancy Software	£339.60
Staff Payments	March 2020	£725.40
Boilerjuice	Heating Oil reimbursement request	£363.85
All payments above were approved on 14th April 2020	Councillor Atterwill proposed the payments were made seconded by Councillor O'Dowd	£2546.65
Screwfix	Paint & Replacement Mesh	£47.26
Mole Country Stores	5L Rosate (Caretaker)	£30.00
Viridor	Rental Charge	£16.70
Breckland Council	Annual Premises Licence – PL0523	£180.00
T & P	VAT	£30.00
	Total	£303.96

c. Staff Payments Made (4th April – 3rd May)

Type of Work	Total Payments Made
Cleaning & Caretaking	£632.40
TOTAL	£632.40

Mr Westbury asked if the option of placing the two staff members at the Village Hall on Furlough had been considered.

Mr Atterwill reported that due to the Village Hall closure this has presented an opportunity for some redecoration and deep cleaning of all equipment and areas. It was discussed that there is currently enough work for the cleaner and caretaker to be maintaining so furlough would not be considered.

d. To Receive the Draft Village Hall Budget and Agree any Actions Necessary

The Clerk has sent the draft budget to Councillors ahead of the meeting for consideration.

The breakdown for the items were discussed and it was agreed that the payments should be as minimal as possible due to having no income for the period of closure.

The Clerk confirmed that a budget for legal fees has been included to cover the transfer of land ownership for the Village Hall original playing field.

The budget for improvements was decreased however it includes the ongoing work to re-cover the chairs fabric.

It was then discussed that the income is greatly reduced. The Clerk produced the income figure for the last financial year, however due to the Village Hall closure and no Government guidance as yet regarding a date to reopen, this figure is based on a six monthly income.

The Clerk also reported that it was impractical to suggest an income figure for the bar due the COVID-19 pandemic.

Mrs O'Dowd proposed that the draft budget presented would be accepted seconded by Mr Curran and carried.

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

The Clerk reported that due to the current situation a meeting with the Business Manager has been unable to take place.

The Clerk has been advised to present an application online.

This is ongoing.

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 he is still dealing with the issue of the blinds. At the March meeting it was agreed that Mr Atterwill would respond to the quotation received from Cooks Blinds to replace them due to the electrical mechanism continually damaging the existing fabric. This is ongoing.

a) To Consider the Remaining Chairs to be re-covered while the Village Hall is closed.

The Administrator reported that there had been email communication with the upholsterer who has the materials for the chair coverings. His response was that he has had to take on another 'normal' job to survive the Covid19 crisis so can now only do the chairs at weekends. He is still very happy to do them for us. He can only collect evenings/weekends too. The Administrator has agreed that if Councillors are happy to proceed with this, it will be completed at a total cost of £1314 for the remaining 72 chairs.

Mr Curran suggested that now would be the most opportune time to have this completed while the building is closed.

Mr Westbury proposed that the Administrator notifies the upholsterer to proceed seconded by Mr Cawdron and carried.

b) To Agree that the Clerk can Order a 'No Overnight Parking' Sign for the Carpark

Mr Atterwill referred to the issue of a car being left in the Village Hall carpark for a number of weeks and reported that there is no clear signs in the carpark to alert the public that this is a private car park.

The Clerk has obtained an initial quotation for a sign that reads "No Overnight Parking without the express permission of Swanton Morley Village Hall Trust". The total cost for this would be £223.90.

Mr Westbury suggested that this be deferred until later in the summer due to funding through the COVID-19 pandemic.

All agreed.

7. To Receive a Report regarding the Village Hall's 25th Birthday Party

The Clerk has been following the Government guidelines during the Coronavirus pandemic and has consulted the Administrator and the Chairman for agreement that the Village Hall birthday party should be 'postponed'. The Clerk would like agreement from the Councillors for this due to social distancing, it is felt this cannot go ahead.

Mr Westbury proposed that the birthday party in July is postponed seconded by Mr Curran and carried.

8. 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 Administrator has continued to keep in touch with hirers on a regular basis to offer alternative dates and reassurance that regular groups will be continuing as soon as government allows.

Many private hirers have already re-booked a date in the diary.

This is being carried out on a month to month basis and is reviewed following any government updates.

The cleaner and caretaker have been continuing to work in the Village Hall ensuring that all areas are having a thorough deep clean.

The caretaker has undertaken a full redecoration of Little Swans for when the time comes to re-open.

The Clerk would like agreement from Councillors that any remaining bookings in July are cancelled.

All agreed.

9. To Receive any Correspondence relating to the Village Hall

Mr Atterwill reported that he has been communicating with the land owner regarding the transfer of ownership of the Village Hall site and adjacent playing field. The landowner has agreed that this can go ahead and the Clerk has contacted the Solicitor to proceed with this.

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

The receive an update on the re-covering of the chairs

To receive an update from government guidelines on the closure of the Village Hall

11. To Agree Date and Time of Next Meeting as Monday 13th July 2020 at 7.00pm

Mr Atterwill suggested that the meeting in June should be cancelled and the next meeting to take place on 13th July 2020 instead.

All agreed.

The meeting closed at 7.40pm

_____ (Chairman) _____ Date