

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held in Swanton Morley Village Hall on Monday 13th January 2020. The meeting commenced at 7.00pm.

Present: Mr R. Atterwill (Chairman), Mrs O’Dowd (Vice Chair), Mr J Rodrigues, Mr D Turner, Mr J Keen 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.

To Receive Apologies for Absence

Apologies were received from Mr Cawdron and Mr Curran.

To Receive Declarations of Interest

None received.

Minutes of 9th December 2019 to be Agreed and Signed

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

Matters Arising from the Minutes of 9th December 2019 (for information only)

There were no issues raised.

Finance

1. 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 December was £18,170.60. This figure includes the grant that has now been received from Awards for All for the bike shelter.

The Bar banked £1649.30 from December functions.

The total outstanding hirers’ invoices for 2019 is £1699.60 this is expected to be cleared by the end of January 2020.

It was also reported that Swanton Morley Village Hall hosted the performance of A Christmas Carol by Keeper’s Daughter in December. This was a great evening enjoyed by all who attended however ticket sales were low and did not cover the booking fee of £300, resulting in a loss of £129.

The administrator has received many booking enquiries since Christmas and whilst this period is typically quiet for bar functions, every weekend until the end of February has between 1 and 3 parties booked in.

2. Accounts to Approve for Payment

The Clerk reported that two additional invoices had been received from Waterfall Farm Cottages for planings for the car park for £30 and Frappel & Knight for the work carried out on the boiler in the sum of £350.40. The invoices below were presented for payment.

Mr Rodrigues proposed that these invoices be paid, seconded by Mr Westbury and carried.

The Cheque for Waterfall Farm Cottages was countersigned by Mr Atterwill.

Payee	Description	Amount
Maddi Heinrich	Air Fresheners/Batteries	£36.96
T & P Fire	Yearly Maintenance Contract fee	£174.24
Mole Valley	Heating Oil	£917.67
Jewson	Telescopic Valve	£16.39

Bunzl	Cleaning Supplies	£132.18
John Lane Upholstery	Fabric/Foam for chairs	£740.00
Frappel & Knight	Boiler maintenance	£350.40
Waterfall Farm Cottages	Planings for the car park	£30.00
		£2397.84

3. Staff Payments Made (4th December – 3rd January)

Type of Work	Total Payments Made
Cleaning & Caretaking	£738.00
TOTAL	£738.00

4. To Appoint an Internal Auditor

The Clerk reported that two quotations had been received for the internal audit of the Village Hall accounts for consideration:

Luisa Cantera: £20 p/h + 45p per mile for journeys to collect and return documentation.

Thain Wilbur: £275 (+VAT).

Mr Atterwill proposed that Thain Wilbur should complete the internal audit of the Village Hall Accounts seconded by Mr Turner and carried.

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

It was reported that the Village Hall had been experiencing some problems with the heating over the past month.

Frappell and Knight have replaced the motor and the thermostat within the boiler and this seems to have repaired the problem however the engineer has advised that due to the age of the boiler, some parts may now be obsolete, it is therefore recommended that quotations for a replacement boiler should be sought in order to budget for a replacement, should that become necessary in the near future. Mr Atterwill then reported that as part of the 'Climate' emergency, the energy efficiency of the Village Hall will be assessed by himself and Mr Cawdron so it was agreed to wait until this has been completed before making a decision regarding the boiler.

Due to the heating not working, the office staff discounted some hire fees. Mr Rodrigues questioned the procedure for this, and it was agreed that this will be considered when reviewing the standing orders at the Finance & Governance meeting on 29th January 2020.

a) To Receive an Update Report on the Bike Shelter for the Village Hall

The Clerk reported that on the 17th December 2019 the sum of £9470.00 from Awards for All was received. The administrator is in the process of obtaining new quotes from Mr Sid Banham to lay a base with a view to the suppliers fitting the unit on delivery. Once the new quotes have been received it will be ascertained whether we can afford to have a better-quality shelter than originally planned within the budget received. It was agreed that the options for the bike shelter will be circulated to Councillors by the Administrator.

Mr Rodrigues proposed that the bike shelter would be positioned next to the oil container to maximise CCTV coverage seconded by Mr Keen and carried.

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

The Administrator has had a sample chair reupholstered which was available for councillors to view at the meeting. The upholsterer is collecting the worst 25 chairs that need recovering this week. The remaining chairs will be recovered as and when funds allow.

c) To Receive an Update on the Legionella Risk Management Plan from Mr Cawdron

Due to Mr Cawdron being absent from the meeting, it was agreed that the Administrator would circulate the plan to Councillors and it was agreed to defer the item until February's meeting.

6. To Receive any Correspondence Relating to the Village Hall

a) To Receive an Update on the CCTV coverage

Following a fault occurring with the existing CCTV over the Christmas period, Oaks CCTV Ltd have advised that we need to replace one of our existing cameras for £190. They are therefore arranging to carry out this work at the same time as installing the new camera. The work is to be carried out on Thursday 16th January 2020.

Mr Atterwill then requested the Clerk speak to Oaks regarding the coverage on the mobile phone which needs resetting. The Clerk agreed.

Meeting to be Suspended To Receive Questions from the Floor

8. To Request Items for the Next Agenda

To consider the arrangements for the Village Hall's 25th birthday party in July and agree any actions necessary

To receive an update on the bike shelter

To receive an update on the Legionella Risk Assessment Management Plan

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

Carried.

The meeting closed at 7.26pm

_____ (Chairman) _____ Date