

## SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held in Swanton Morley Village Hall on Monday 14<sup>th</sup> October 2019. The meeting commenced at 7.00pm.

**Present:** Mr R. Atterwill (Chairman), Mr G. Curran, Mr J Rodrigues, Mr J. Keen, 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.**

Mrs O'Dowd sent her apologies for absence, accepted by councillors.

### **2. To Receive Declarations of Interest**

None received.

### **3. Minutes of 9<sup>th</sup> September 2019 to be Agreed and Signed**

Mr Curran proposed that the minutes were a true and accurate record of the meeting, seconded by Mr Rodrigues and carried. The minutes were signed as a true and accurate record by Mr Atterwill.

### **4. Matters Arising from the Minutes of 9<sup>th</sup> September 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.

The Clerk informed Councillors that this report now contains a monthly breakdown against the budget as well as the monthly bank reconciliation, advising them that this is good practice and a good way for the Councillors to monitor the receipts and payments.

The bottom-line figure for September was £6344.55

The Bar banked £2700.70 from September bar functions.

It was reported that the new hirer fees have now been implemented so the income should increase from October.

#### **b) Accounts to Approve for Payment**

The Clerk reported that four additional invoices have been received for payment from Jewson for wood filler, English Security for a callout due to the intruder alarm showing a fault, Eden Farm for the yearly ice delivery and from D W Sayer for the stock take. The following invoices were presented for payment. Mr Westbury proposed that these invoices be paid seconded by Mr Cawdron and carried.

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Small Societies Lottery	Yearly licence	£20.00
Taurus Monitoring	Legionella's Risk Assessment	£342.00
Bunzl	Cleaning Supplies	£240.92
Mr & Mrs Johnston	50% Refund of deposit	£20.00
Breckland Council	Wrestling Licence	£21.00
Macmillan	Cheque raised against cash paid in	£272.93
Jewson	Caretaker supplies – wood filler	£32.18
Eden Farm	Ice	£83.25

English Security	Callout – Intruder alarm	£84.00
D W Sayer	Stock Take	£150.00
	<b>TOTAL</b>	<b>£993.35</b>

**c) Staff Payments Made (3rd September – 3rd October)**

The following payments were reported as being made under contract:

Type of Work	Total Payments Made
Cleaning & Caretaking	£594.00
<b>TOTAL</b>	<b>£594.00</b>

**d) To Receive the Stock Takers Report**

D W Sayer had carried out their half yearly stock take and his report had been forwarded to Councillors. The report shows that the gross profit has reduced slightly from April. This is due to the amount of wastage that has been declared. The main cause of this is the barrel stock. If a barrel does not get finished before the use by date the remainder has to be declared as waste. The Clerk reported however that the new stock being provided behind the bar includes a larger variety of bottled beers so wastage should reduce for the next stock take.

**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 raised a concern with regards to surface water flooding at the Village Hall and the severity of it particularly at the Nursery entrance.

When there is heavy rain it appears that this runs around the dwarf wall and the drains in front cannot cope. Mr Marsham has provided sand bags in the interim to try and alleviate the issue however in the long run there could be a requirement to extend the wall so that this forces the water flow away from the doors.

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

The Administrator delivered a report on the progress of the funding for the bike shelter. National Lottery Awards for All offers funding from £300 to £10,000 to ‘support what matters to people and communities’. They will fund organisations’ project ideas that:

- Shape the places and spaces that matter to communities
- Bring more people together and build strong relationships in and across communities
- Enable more people to fulfil their potential by working to address issues at the earliest possible stage

The initial application for £9471.17 for the supply and fit of the shelter has now been completed and submitted, having ascertained that this project is eligible for consideration. There follows a period of up to 18 weeks whilst the National Lottery consider the application before delivering their decision. Any progress will be reported at the next meeting.

**b) To Consider the Wear and Tear of the Current Tables and Chairs**

The Administrator had previously sent a report to Councillors. On investigation, the original supplier of the chairs no longer supplies the model currently used at the village hall. It has, therefore, not been possible to get a quote for replacement of the damaged back panels (alone), instead, it may be necessary to consider replacement of the chairs in their entirety. Further research will now be carried out to investigate the types of chair available, and the cost of replacement with a view to implementing a rolling replacement of all chairs throughout 2020, if affordable. An exact replacement of the 6ft trestle tables can be purchased for £59 + VAT, however, cheaper models of a similar quality are available, and it is therefore proposed to carry out further research with a view to also eventually replacing all of the tables. A further report will be made once all of the relevant information has been gathered.

Mr Cawdron and Mr Keen made a suggestion that they know of a local seamstress who may be able re-upholster and repair the chairs as a short-term solution. Mr Cawdron is to make contact with the

seamstress and obtain a quotation. With regards to the wear and tear of the chair frames, the Clerk is to request that the caretaker apply WD40 to make good.

## **7. To Receive any Correspondence Relating to the Village Hall**

### **a) To Receive an Update on the MacMillan Coffee Morning.**

The Clerk reported that the morning was a huge success and in total the figure raised was £272.93. The Clerk would like to thank the Administrator for all of the time it took to co-ordinate the event and also to thank everyone that donated cakes, attended the morning and donated.

### **b) To Consider the Update of a new Website for the Village Hall**

The Administrator had previously sent a report to Councillors with comparisons and options for a 'new look' website.

The Administrator reported that it is crucial to have a strong online presence when we have such a fantastic facility available for hirers.

Upon investigation building a website today requires no technical knowledge nor is it costly.

It was discussed that Wix consistently tops reviews. It has low monthly fees, is good for beginners (minimising staff hours required to learn the software) and has 110M users globally. The Parish Council website is built on a Wix template and therefore existing operational knowledge in the office can be shared. The Wix unlimited package is sufficient for the village hall's needs.

Wix offer a 'one stop shop' package which satisfies the requirements of the village hall, including builder, hosting and domain name for a reasonable cost of £122.40 for the first year.

Mr Atterwill proposed that this quotation for WIX is accepted seconded by Mr Curran and carried.

It was noted that this may take up extra time to build, so the Administrator has offered to claim any additional hours in lieu. Mr Atterwill thanked the Administrator.

### **c) To Discuss the Security Issues at Swanton Morley Village Hall**

The Administrator had previously sent a report to Councillors that there has been a considerable amount of activity taking place in the grounds of the village hall late at night and in the early hours of the morning, including suspected drug dealing and use. This has now been noted for several weeks.

The police have been made aware and will be making investigations including patrol using an unmarked vehicle by plain clothed officers. The Clerk and the Administrator will continue to log the activity seen on CCTV and pass the relevant information to the police.

The Clerk and the Administrator will deliver an update at the November meeting.

*Meeting to be Suspended To Receive Questions from the Floor*

## **8. To Request Items for the Next Agenda**

To receive an update on the Legionella Risk Assessment (management plan)

Deposit Scheme for children's parties

## **9. To Agree Date and Time of Next Meeting as Monday 11<sup>th</sup> November 2019 at 7pm**

Carried.

The meeting closed at 7.31pm

\_\_\_\_\_ (Chairman) \_\_\_\_\_ Date