

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 14th November 2022 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 G Curran, Mr D Turner, Mrs A Walker-Fraser and Mr B Almond

Also in attendance was Mrs K. Pickard (Clerk)

1. To receive apologies for absence

Apologies were received from Mr J Rodrigues

2. To receive declarations of interest

Mr Atterwill declared an interest in item 16

3. To agree and sign the minutes of the Village Hall Trust meeting held on 26th September 2022

Councillor Venworth proposed that the minutes are a true and accurate record of the meeting seconded by Councillor Turner and carried

4. To receive any matters arising from the minutes of 26th September 2022

None were raised

5. To agree and sign the minutes of the Village Hall Trust meeting held on 10th October 2022

Councillor Almond proposed that the minutes are a true and accurate record of the meeting seconded by Councillor Turner and carried

6. To receive any matters arising from the minutes of 10th October 2022

None were raised

7. Finance

a. To receive a finance report and consider any recommendations

The bottom line figure for October 2022 was reported as £32,440.58.

The credit card machine continues to prove popular for bar events and has generated £14,000 worth of sales since April 22.

The hall has received four further wedding bookings for 2023 and 2024. The wedding fair that is scheduled in for November is a good opportunity to showcase the hall and facilities as a potential venue.

The clerk is awaiting a bill from the electricity company as the statement produced when the supplier was changed in 2021 was an estimate. A meter reading was provided to generate an accurate bill.

The Clerk reported that the £2000 funding for the warm hub has been approved.

b. Accounts to approve for payment

Payee – October 2022	Description	Type	Amount
O2	Phone bill	Direct debit	£26.21
Eon	Electricity	Direct debit	£488.46
Breckland Council	Business Rates	Direct debit	£83.00
Biffa	Waste collection	Direct debit	£191.44
TV Licence	TV Licence	Direct Debit	£13.37
Lacons	Bar order	Direct debit	£2851.52
Ansvar	Insurance	Direct debit	£158.72
Surelock	Keypad entry	BACS	£107.52
StuLee	Clean	BACS	£70.20
Premier Parties	Bouncy Castle	BACS	£160.00
PPL/PRS	Licence	BACS	£272.88
HMRC	Staff	BACS	£168.80
Goff	Heating Oil	BACS	£1144.88
Forcefresh	Cleaning consumables	BACS	£419.59
English Security	Alarm callout panel	BACS	£345.08
Mark Crane	Posts	BACS	£408.00
Hirer	Deposit refund	BACS	£100.00
Cooks Blinds	Bar door repair	BACS	£167.28
Staff wage	Bar staff/Cleaning	BACS	£1067.70
		Total	£8244.65

Payee – November 2022	Description	Type	Amount
O2	Phone bill	Direct debit	£24.31
Breckland Council	Business Rates	Direct debit	£83.00
Biffa	Waste collection	Direct debit	£86.22
TV Licence	TV Licence	Direct Debit	£13.37
Frappel & Knight	Boiler service	BACS	£162.00
Dereham Hire	Scaffolding	BACS	£102.00
Community Heartbeat	Pads	BACS	£52.80
JD Catering	Water boilers	BACS	£421.60
Rentokil	Annua contract	BACS	£107.75
Oaks	CCTV Repair	BACS	£252.00
English Security	Upgrade	BACS	£1318.80
Forcefresh	Consumables	BACS	£165.19
Drain Doctor	Callout	BACS	£325.24
Breckland Council	Gambling licence	BACS	£20.00
		Total	£3134.28

c. To agree the increase in hire fees from January 2023

The Clerk had circulated the proposed hire fees document ahead of the meeting for consideration. It was agreed that as the funding for Little Swans comes from Government funding then the hire fees would not change.

Councillor Curran proposed the increase figures for the hire of the Village Hall seconded by Councillor O'Dowd and carried

d. To agree the new terms and conditions of the Village Hall

The Clerk had circulated the document ahead of the meeting for consideration. Suggested amendments were discussed and agreed for the clerk to carry out before sending the new agreement to hirers.

Councillor Curran proposed that the new hire agreement is adopted seconded by Councillor Venworth and carried

e. To agree the 2022/2023 budget

Councillor Atterwill made a suggestion that as the timeframe for the agreement to the budget was extended for 22/23 that this is worked on to produce an up to date budget document for 2023/2024 to allow any further increase to the cost of living as there is due a further increase to utility costs in January. This will also take into account any monies owing to E-On and the tender for the heating upgrade.

It was agreed that the Clerk would continue to report against the 21/22 budget

Councillor Atterwill proposed that the adoption of the budget is deferred until 2023/2024 seconded by Councillor Walker-Fraser and carried

8. To receive a report into the maintenance of Swanton Morley Village Hall and agree any actions necessary for improvements and health and safety compliance

The Clerk reported that a plumber was called to the Village Hall due to a leaking glass washer behind the bar.

There is a

Councillor Venworth has been on site to help with small jobs.

i. To discuss a suggestion received regarding access into the kitchen door

The Clerk had received a request from a volunteer to assist with raised access to the village hall kitchen.

Councillor Atterwill suggested that the Village Hall Trust could have a look into some options

Councillor Atterwill reported that he is still working with the consultant regarding the heating system.

The Village Hall field also appears to be used as a dog exercise area and more gaps are appearing through the fence. The Clerk will be meeting a fencing contractor to close up some of the gaps and the no dogs' signs will be installed.

9. To receive a report following fireworks night

The Clerk reported that bonfire night was a success and there had been a lot of positive feedback regarding the organisation. The bar takings were £3800 from the evening. There was no negative feedback received.

10. To agree the reviewed safeguarding policy

The Clerk had circulated a draft document ahead of the meeting for consideration.

It was agreed that the clerk would make suggested amendments and bring to the December meeting for adoption.

11. To receive any correspondence relating to the Village Hall

None received

12. To request items for the next agenda

Safeguarding policy

Heating system

Projector proposal

13. To agree the time and date of the next Village Hall Trust meeting to be held on Monday 12th

December at 7pm

All agreed

Councillor Atterwill proposed to suspend the meeting until the end of the Parish Council meeting seconded by Councillor O'Dowd and carried

14. To receive a proposal to close the meeting to the press and public for item 15 and 16 for the reason that the content of discussion relates to staff matters & the safeguarding complaint (permitted under section 1 para 2 of the public bodies (Admission to Meeting Act 1960).

Councillor Atterwill proposed that the meeting is closed seconded by Councillor Curran and carried

15. Staff Matters

The Clerk had circulated a proposed job description for the position of caretaker to councillors ahead of the meeting for consideration.

Councillor Curran proposed that the job description is approved, and the Clerk can advertise the position seconded by Councillor Walker-Fraser and carried

Councillor Atterwill left the room and Councillor O'Dowd took the chair

16. To receive an update on the safeguarding matter at the Village Hall

Following on from correspondence circulated by the clerk, the request for information from a hirer has not been received.

The Clerk requested agreement on the next step of the issue.

Councillor Walker-Fraser proposed that a further letter is sent detailing a notice period seconded by Councillor Turner and carried

Approved by _____

Date _____