

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held in Swanton Morley Village Hall on Monday 13th May 2019. The meeting commenced at 7.00pm.

Present: Mr R. Atterwill (Chairman), Mr J. Rodrigues, Mr G. Curran, Mrs B O’Dowd, Mr J Keen and Mr S. Westbury.
Also in attendance were Mrs K. Pickard (Clerk) Mrs M Heinrich (Administrator)

Time Allocated to the Public

No concerns were raised.

1. To Receive Apologies for Absence.

None received.

2. To Receive Declarations of Interest

Mr R Atterwill confirmed he had a pecuniary interest in item 5c.

Mrs B O’Dowd had an interest in item 5f.

3. Minutes of 8th April 2019 to be Agreed and Signed

Mr Rodrigues proposed that the minutes were a true and accurate record of the meeting. Seconded by Mr S Westbury and carried. The minutes were signed as a true and accurate record by Mr Atterwill.

4. Matters Arising from the Minutes of 8th April 2019 (for information only)

There were no issues raised.

5. Finance

a) To Receive a Financial Report and Consider Recommendations

Councillors had previously received the Finance report in the meeting pack.

The bottom line figure as at 30th April 2019 has decreased by £988.73 (£8686.05 compared with £9674.78 on 31st March 2019). This figure takes into consideration all of the previous maintenance works (including materials) to the Village Hall as well as previous invoices that have been paid in bulk. Swanton Morley Bar has banked £1715 from April functions. There is also a positive outlook, with all weekends up until the end of July fully booked meaning an increase in revenue.

The Clerk also updated that the Village Hall has received a credit payment of £426.38 for the glass recycling bank on site.

b) Accounts to Approve for Payment

The Clerk reported that three additional invoices were received ahead of the meeting. Eastern Office Equipment, Toolstation and Surelock Security.

The following invoices had already been received for payment. Mrs O’Dowd proposed that these payments be made. Seconded by Mr Keen and carried.

Payee	Description	Amount
Bunzl	Cleaning supplies	£176.61
StuLee	Cleaning	£67.20
Jewson	Caretaker supplies	£36.12
Toolstation	Caretaker supplies	£45.58
Viking	Stationery and Cleaning supplies	£167.99
Sid Banham	Enclosure in the Main Hall	£350.00

Surelock Security	Door lock for the main door into the Extension	£86.78
Toolstation	Additional Caretaker materials	£31.49
Eastern Office	Stationery supplies for March/April	£496.38
	TOTAL	£1281.54

c) Accounts to Approve for Payment for Members with Disclosable Pecuniary Interest

Mr Atterwill left the room.

Mrs O'Dowd chaired this item.

Mr Rodrigues proposed this be accepted and paid seconded by Mr Westbury and carried.

Payee	Description	Amount £
Wensum Valley Electrical	Metal Halide lamps for the main hall uplighters	£38.40
	Total	£38.40

Mr Atterwill re-entered the room.

d) Staff Payments Made (4th April – 2nd May)

The following payments were reported as being made under contract:

Type of Work	Total Payments Made
Cleaning & Caretaking	£697.50
Bar Staff	£259.60
TOTAL	£957.10

e) To Agree the Budget for the Forthcoming Financial Year.

This item has been deferred to the June Meeting.

f) To Approve the Transfer of £40 into the Parish Council Festival Account that has been Incorrectly Paid into the Village Hall Account for the Stallholders.

Mr Rodrigues proposed this payment be made seconded by Mr Westbury and carried.

g) To Approve the Transfer of £260.50 to the Parish Council which the Allotment Holders have incorrectly paid into the Village Hall account.

Mr Keen proposed this payment be made seconded by Mr Rodrigues and carried.

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

a) To receive an update on the work for an enclosure surrounding the bolts of the bar doors.

The Clerk updated that this work has been completed.

b) To receive an update regarding the food hygiene certificate

The Clerk updated that this inspection took place on Tuesday 7th May and Swanton Morley Bar now has a 5 Star rating. The administrator is to promote this online and display the certificate.

c) To consider quotations for replacement curtains for the bar area

The quotations had previously been sent to the Councillors for consideration. The chosen product is from John Lewis at a cost of £219 for three pairs.

The replacement poles can be purchased from Argos at a cost of £60.

Mrs O'Dowd proposed we order the curtains and poles as above seconded by Mr Rodrigues and carried.

d) To consider quotations for a replacement Hoover

The Clerk had previously sent the quotations to Councillors for consideration. There were two options. A replacement Henry Hoover at a cost of £129 + VAT or a George Hoover which is wet/dry, hard floor cleaning and emergency cleans at a cost of £249.99 from Viking.

Mr Atterwill proposed we accept the quotation for the George Hoover for £249.99 seconded by Mr Westbury and carried.

e) To consider quotations for internal storage for the Caretaker.

The Clerk advised that the Caretaker requires extra storage space. Quotations for suggested shelving were sent to Councillors for consideration.

There were two options. Big Dug has a shelving system for £49.00. Screwfix has a slightly narrower shelving system for £119.99

Mr Atterwill proposed we accept the quotation for Big Dug for £49.00 seconded by Mr Westbury and carried.

f) To consider quotations a bike shelter at the Village Hall.

The Clerk had previously sent a report from the Administrator including quotations to the Councillors for consideration.

The Administrator is still researching a match funding grant and will need to obtain a quotation from Mr Banham for a concrete slab to place this on.

This item has been deferred to the June 10th Meeting for consideration.

g) To consider quotation for replacement hanging baskets at the Village Hall.

The Clerk had previously sent the quotation for hanging baskets to Councillors for consideration. The Administrator has received a quotation from Toftwood Garden Centre for 6 ready planted lined baskets for a total of £108.

Mr Atterwill proposed this quotation be accepted seconded by Mrs O'Dowd and carried.

h) To consider a quotation from Mr Banham regarding the drainage issue in the men's toilet.

The Clerk reported that Mr Banham has been into the Men's toilet and identified an open trap under the sink which is storing the wastage and causing the odour.

At this stage Mr Banham could only provide a verbal 'ball park' figure of £500 depending on the scale of the work required. This will not fully be identified until the work commences.

Mr Rodrigues proposed we go ahead with the work seconded by Mr Curran on the understanding that the Clerk will forward any update to Councillors if there is an increase in the quotation.

i) To arrange a time for the Finance & Governance Working Group to meet and review the hire fees.

This item has been deferred.

7. To Receive any Correspondence Relating to the Village Hall

i) To receive a report from the Administrator on a Christmas Community play following email correspondence.

The Administrator gave an update that the Village Hall have been approached by the 'Keepers Daughter' with a view of putting on Christmas production of 'A Christmas Carol' The Administrator had identified a date that both the Company and Village Hall are available, being Wednesday 18th December. There is a flat fee of £300 which is required nearer the time.

The Administrator then requested a suitable start time for the production in order to confirm the booking.

Mr Atterwill suggested a 7pm start time.

Mr Keen proposed this event be booked for £300 when it is due and the production is to begin at 7pm seconded by Mrs O'Dowd and carried.

Meeting to be Suspended To Receive Questions from the Floor

None received

8. To Request Items for the Next Agenda

To agree the Budget for the forthcoming financial year.

To receive and consider quotations for a bike shelter.

To agree a suitable time for the Finance & Governance Working Group to meet to discuss Hire fees.

9. To Agree Date and Time of Next Meeting as Monday 10th June 2019 at 7pm

Carried.

10. To Receive a Proposal to Close the Meeting to the Press and Public for Item 11 for the Reason that the Content of Discussion Relates to the Legal Transfer of Land (Permitted under Section 1 para 2 of the Public Bodies (Admission to Meeting Act 1960).

Mr Westbury Proposed the meeting be closed seconded by Mr O'Dowd and carried.

11. To Receive an Update on the Legal Transfer of Land and Agree Subsequent Actions.

This item has been deferred due to the Solicitor's retirement.

The meeting closed at 7.35pm

_____ (Chairman) _____ Date