

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held in Swanton Morley Village Hall on Monday 9th March 2020. The meeting commenced at 7.00pm.

Present: Mr R. Atterwill (Chairman), Mrs B O'Dowd, Mr J Rodrigues, Mr G Curran, Mr I Cawdron and Mr S. Westbury and Mr D Turner.

Also in attendance was Mrs K. Pickard (Clerk) and two members of the Public.

Time Allocated to the Public

No matters raised.

To Receive Apologies for Absence

Apologies were received from Mr Keen.

To Receive Declarations of Interest

None received

Minutes of 10th February 2020 to be Agreed and Signed

Mr Rodrigues proposed that the minutes be accepted as a true and accurate record of the meeting seconded by Mr Cawdron and carried.

Matters Arising from the Minutes of 10th February 2020 (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 February was £11,727.39. This figure includes the remainder of the grant funds for the bike shelter.

The Bar banked £915.65 from two small functions.

It was reported that there is still one outstanding invoice from Summer 2019. The hirer in question has been contacted and requested payment with seven days.

The total income for February was reported as £3711.78

2. Accounts to Approve for Payment

The Clerk reported that two additional invoices had been received from Bunzl for back order items for £30.05. The invoices below were presented for payment.

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

Payee	Description	Amount
Bunzl	Consumables	£172.32
Frappel & Knight	Boiler Service	£108.00
Bunzl	Consumables	£30.05
	Total	£310.37

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

Type of Work	Total Payments Made
Cleaning & Caretaking	£669.60
TOTAL	£669.60

4. To Set a Date for the Finance & Governance Group to Consider the Village Hall budget 2020/2021.

The Clerk informed Councillors that the work on the budget for the forthcoming year is almost complete and would like to set a date for the Finance & Governance group to consider the document before bringing it to the next meeting for approval.

It was agreed the meeting would take place on Wednesday 18th March 2020 at 7.15.

5. To Receive a Report into a Replacement Card Payment System

Councillors had received a separate report for consideration prior to the meeting.

The Clerk reported that following further investigation with Barclaycard that the Village Hall are being charged a high rate for low usage on the card machine. The Administrator had researched different more cost effective systems. The option with the best package is 'Sum – Up' where there is a one off purchase fee of £199 and the cost of transaction fees are 1.69%. The Clerk reported that after running a comparison, the Village Hall have paid £538.43 to Barclaycard in this financial year however 'Sum up' would have been a total cost of £289.08 (this includes purchase of the machine).

Mr Rodrigues proposed that the Clerk purchase this card machine seconded by Mr Turner and carried.

6. To Consider the Option of a Business Credit Card with Lloyds bank.

The Clerk reported that under the Financial Regulation section 6.16 this states that 'personal credit or debit cards of members or staff shall not be used under any circumstances. As most suppliers now require payment online for services this would make day to day operation and particularly money saving, extremely difficult.

The Clerk has made enquiries with Lloyds bank for the Village Hall to be issued a business credit card with a specified limit of no more than £1000. This is subject to certain documentation being supplied to verify the hall's charity status.

Mr Atterwill proposed that the Clerk applies for a Village Hall credit card with a specific limit reflective of the financial regulations, seconded by Mr Turner and carried.

7. 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 had received a telephone call from a hirer to let him know the slabs in front of the container are slippery and have caused someone to fall. Mr Atterwill will be contacting the Caretaker and Mr Banham to have a look at rectifying the problem.

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

The Clerk reported that the installation was now complete. The final payment invoice will be sent to us in due course.

b) To Receive a Report Concerning the Electric Blinds and Agree any Actions Necessary

The Clerk reported that Cooks blinds visited the hall on Monday, 2nd March in response to reports of broken runners resulting in the blinds being damaged through not rolling properly. They have currently decommissioned the blinds in the down position.

The Clerk has received a quotation to replace the electric blinds with manual ones due to this ongoing issue. The Clerk feels this should be a minimal cost and this design was installed on recommendation.

Mr Atterwill proposed that he contacts the Manager to talk through what the options are supported by the Councillors. All agreed.

Three members of the public entered the room

8. To Consider Arrangements for the Village Hall's 25th Birthday Party and Agree any Actions Necessary

The Clerk reported following the February meeting that Swanton Morley Butchers are happy to provide a BBQ for this event. The Clerk highlighted that Councillors need to decide if this will be a day/evening event or just an evening party. The Clerk also requested volunteers to set up a working party to coordinate this given the potential scale of the celebration.

An update will be provided at the next meeting.

9. To Consider Access for UK Power Networks to lay a Cable Across the Village Hall Land

Mr Atterwill reported that the Village Hall had received a request from UK Power Networks to lay a cable across the car park to feed the proposed mast which is to be installed on Manns Lane. A surveyor visited the site on Friday, 28th February to discuss issues such as access whilst any work is carried out and limitation of damage to hedgerows. Councillor Atterwill proposed a different route to that stipulated on the supplied plans. The surveyor will consider this option and report back, supplying a new wayleave agreement to be signed by a representative of the Village Hall before commencement of any works.

It was agreed that when the Administrator receives the information this will be circulated to Councillors for consideration.

10. To Consider the Outbreak of Coronavirus and Agree to Follow the Government Protocol

The Clerk reported that as the Village Hall is a public building, the Staff need to be clear about what action will be taken in the event of Coronavirus being reported on the premises or in the vicinity. Staff are monitoring advice provided by NHS England, the Government as well as both Norfolk County and Breckland District Councils and will act upon directions provided by any of the above.

Mr Atterwill proposed that this course of action should be followed seconded by Mr Rodrigues and carried.

Mr Atterwill asked the Clerk to make enquiries with the Village Hall insurance company on how we are covered in such an event.

11. To Receive any Correspondence relating to the Village Hall

Nothing reported

Meeting to be Suspended To Receive Questions from the Floor

A member of the public raised a question with regards to the VE day celebration being held at the Village Hall. The Clerk reported that this is an independent group who have hired the venue and that the Parish Council would be holding their celebration in September marking the Battle of Britain.

12. To Request Items for the Next Agenda

To receive an update on the arrangements for the Village Hall's 25th birthday party and agree any actions necessary

To consider the Village Hall budget for the forthcoming year

To receive an update regarding the blinds in the main hall

13. To Agree Date and Time of Next Meeting as Monday 6th April 2020 at 7.00pm

Carried.

14. 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 Transfer of Land (Permitted Under Section 1 para 2 of the Public Bodies (Admission to Meeting Act 1960)

Mr Atterwill proposed the meeting was closed to the press and public seconded by Mr Westbury and carried.

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

Mr Atterwill reported that at this stage the Landowner had put the Transfer of Land on hold. Mr Atterwill requested support from the Councillors for him to communicate with the land owner in the coming weeks to proceed. All agreed.

The meeting closed at 7.36pm

_____ (Chairman) _____ Date

DRAFT