

## SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 14<sup>th</sup> August 2023 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 J. Phillips, Mr B Almond and Mrs A Walker-Fraser

Also in attendance was Mrs K. Pickard (Clerk)

### 1. To receive apologies for absence

Apologies were received from Mr J Rodrigues and Mr D Turner, accepted by the Trustee

### 2. To receive declarations of interest

None received

### 3. Minutes of meeting held 3<sup>rd</sup> July 2023 to be agreed and signed

Mrs O’Dowd proposed that the minutes are accepted seconded by Mr Venworth and carried

### 4. Matters arising from the minutes of 3<sup>rd</sup> July 2023 (for information only)

None were raised

### 5. Finance

#### Accounts to approve for payment

Mrs O’Dowd proposed the payments are made seconded by Mr Venworth and carried

Payee – July 2023	Description	Type	Amount
Biffa	Waste contract	Direct debit	£226.85
O2	Telephone contract	Direct debit	£29.71
Force Fresh	Consumables	BACS	£250.31
		<b>Total</b>	<b>£506.87</b>

Payee – August 2023	Description	Type	Amount
O2	Phone bill	Direct debit	£29.71
Eon	Electricity	Direct debit	£623.16
Breckland Council	Business Rates	Direct debit	£44.00
TV Licence	TV Licence	Direct debit	£13.25
Ansvar Insurance	Village Hall Insurance	Direct debit	£158.67
Breckland Council	Recycling	BACS	£186.21
JD Catering	Filters	BACS	£66.85
Force Fresh	Consumables	BACS	£110.63
		<b>Total</b>	<b>£1232.48</b>

a) To receive an updated income report

The Clerk reported that the bottom line figure for July is £22,748.49.

During July, Mrs O'Dowd has undertaken an exercise to bring the bookings and invoicing up to date.

Dated back to March 2023 and including Julys hirer invoices there is an amount of £4080.16 that is due.

All booking enquiries have now been actioned.

In July the bar functions banked £2126.86.

Year to date income figures against budget are:

	<b>Budget</b>	<b>YTD</b>
Regular Hirer	£14,180.78	£3,363.75
Private Hirer	£10,000.00	£2,122.00
Little Swans	£10,204.00	£3,913.20
Field Hire	£1,450.00	£188.50
Donations/Fund raising	£450.00	£116.92
Recycling	£500.00	£375.96
Festival	£0.00	£2,400.54
Turnover cash	£9,000.00	£2,870.00
Turnover card	£9,000.00	£7,114.00
Corkage	£250.00	£0.00
	<b>£55,034.78</b>	<b>£22,464.87</b>

*Councillor Atterwill asked for permission to change the order of the following items following priority*

*All agreed*

b) To receive a quotation for a replacement fire alarm panel

Councillor Atterwill reported that he has recently carried out the fire alarm test in the building and the panel is deteriorating and in order to reset the panel it had to be taken apart.

It had been previously agreed that a replacement panel would be deferred until the next financial year however due to the faulty panel it is believed this item to be urgent.

**Mrs Walker-Fraser proposed that the fire alarm panel is replaced at a cost of £775 + VAT seconded by Mrs O'Dowd and carried**

c) To receive a quotation for a replacement dishwasher

The Clerk had send quotations for purchase and lease options to councillors ahead of the meeting for consideration

It was agreed that a commercial machine would not be required as a domestic machine would be able to provide the necessary requirements.

Removal of the old machine was also discussed and it was agreed that the Clerk would request a quotation from JD Catering to remove the dishwasher at the same time as the glass washer.

When this has been collected Mr Atterwill will check the electrical points to install a new domestic dishwasher.

**Mr Atterwill proposed that the clerk has delegated authority and a budget of up to and including £500 to order a replacement machine seconded by Mrs Walker-Fraser and carried**

d) To receive a quotation for a replacement glass washer

The Clerk had sent quotations for purchase and lease options to councillors ahead of the meeting for consideration.

Mrs Walker-Fraser proposed that the model EG40 glasswasher is purchased to include installation and removal of the existing machine at a cost of £1362.00 (Incl VAT) seconded by Mrs O'Dowd and carried

**6. To receive an update on the maintenance of the Village Hall and agree any actions necessary**

Mr Atterwill reported that Mr Venworth has been carry out several maintenance jobs at the Village Hall.

The mens toilets have been painted, the guttering has been assessed, the potholes at the end of the driveway needs filling in handriers have been fitted and the paper towel dispensers need removing.

The bar refurbishment has also taken place.

There is a list of outstanding works t hat Mr Atterwill and Mr Venworth are on top of.

Mr Atterwill has also spoken to Mr Cawdron regarding a gardener for the Village Hall garden spaces and has obtained a contact number. Mr Atterwill has left a message and is awaiting a call back and the areas need tidying up.

**7. To discuss replacement fencing for Little Swans outside play area**

Mr Atterwill reported that the fencing is now ten years old and the posts are rotting. He has spoken to the Manager of Little Swans regarding this.

The Clerk is obtaining a quotation to replace the fence. This will then be discussed further.

Mr Phillips has also looked at the fencing and suggested that the panels needs to be concreted to make it more stable.

**8. To receive any correspondence relating to the Village Hall**

The Clerk raised an issue that had been reported by a football manager concerning a large overhanging tree branch on the Village Hall field. This obstructs the goal area.

The Clerk has received one quotation for £200 to cut this back.

Mr Atterwill suggested contacting AT Coombes, the Clerk has sent a request for a quotation.

A member of the public has had a look at the tree and it will require a cherry picker.

***Meeting Suspended for Further Time Allocated to the Public***

Nothing was raised

**9. To request items for the next agenda**

Income

Dishwasher

Aging of the outstanding monies

**10. To agree the date and time of the next meeting to be held on Monday 9<sup>th</sup> October 2023**

All agreed

**The meeting closed at 7.32pm**

Approved by \_\_\_\_\_ Date\_\_\_\_\_

Signed \_\_\_\_\_