

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 21st June 2021 at Swanton Morley Village Hall. The meeting commenced at 7pm.

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

Also in attendance was Mrs K. Pickard (Clerk), Mrs M Heinrich (Administrator) and one member of the public.

Time Allocated to the Public

Nothing was raised

1. To Receive Apologies for Absence

Apologies were received from Mr Keen. These were accepted by the Council.

2. To Receive Declarations of Interest

Nothing was declared

3. Minutes of 8th March 2021 to be Agreed and Signed

Mr Venworth proposed that the minutes be accepted as a true and accurate record of the meeting seconded by Mrs O'Dowd and carried.

4. Matters Arising from the Minutes of 8th March 2021 (for information only)

None were raised.

5. Finance

a. To Receive a Financial Report and Consider Recommendations

The Clerk had sent Councillors a finance report, including the monthly payments against the budget and bank reconciliation prior to the meeting.

The bottom-line figure for May was reported as £39,132.02

In April 2021 the Village Hall Trust received a Covid-19 grant for £12,000, this brings the total figure of grant funding received due to Coronavirus to £53,689.

The Village Hall have now begun to receive a small regular income from the hirer groups that have returned to the hall as well as some new groups that are just starting.

When the restrictions are lifted there are 9 bar functions currently booked in the diary from 25th July onwards. This will generate a bar income as well as private hire booking income.

b. Accounts to Approve for Payment

April and May payments are included for ratification.

Payee – April 2021	Description	Type	Amount
Viridor	Waste collection	Direct debit	£232.39
TV Licence	Monthly	Direct debit	£13.37
Swalec	Electricity	Direct debit	£500.00
Ansvar Insurance	Village Hall Insurance	Direct debit	£133.03
O2	Line rental	Direct Debit	£23.99
HMRC	Staff NI	BACS	£48.08
Staff Wages	January salary/furlough	BACS	£835.26
Scribe	Accountancy software	BACS	£345.60
J Lane	Chair recovers	BACS	£756.00
English Security	Alarm callout	BACS	£84.00
Breckland Council	Premises licence	BACS	£180.00

Mole Valley	Heating oil	BACS	£549.82
	TOTAL		£3701.54

Payee – May 2021	Description	Type	Amount
TV Licence	Monthly	Direct debit	£13.37
Swalec	Electricity	Direct debit	£500.00
Ansvar Insurance	Village Hall Insurance	Direct debit	£133.03
Bunzl	Consumables	BACS	£269.04
Screwfix	Carpet tape	BACS	£4.99
Custance & Son	Boiler repair	BACS	£498.00
M Neave	Roof repair	BACS	£150.00
Mole Valley Farmer	Maintenance (Caretaker)	BACS	£60.00
Staff remuneration	Salary/HMRC	BACS	£873.18
	TOTAL		£2501.61

Payee – June 2021	Description	Type	Amount
Viridor	Waste collection	Direct debit	£154.57
TV Licence	Monthly	Direct debit	£13.37
Swalec	Electricity	Direct debit	£500.00
Ansvar Insurance	Village Hall Insurance	Direct debit	£133.03
O2	Line rental	Direct Debit	£24.31
HMRC	Staff NI	BACS	£47.82
Jewson	Maintenance	BACS	£24.62
WAVE	Half Yr water bill	BACS	£1297.12
Matt Neave	Cabin Floor repair	BACS	£600.00
Staff remuneration	Caretaker, Cleaner, Bar Manager	BACS	£792.84
	TOTAL		£3587.68

Mr Cawdron raised a query regarding the sum of the Viridor invoice from April 2021, the Clerk confirmed that this is a payment to cover both April and May's collections. As this is set up on a direct debit basis, both amounts fell into the same Month due to the bank holiday.

Mr Cawdron still has concerns regarding the fees, Mr Rodrigues reported that he thinks Veola are cheaper.

The Clerk will make enquiries and report back at the September meeting.

Mr Rodrigues proposed that the invoices are paid, seconded by Mr Turner, and carried.

c. To Consider Items for the 2021/2022 Budget – (Improvements)

i. To Consider the purchase of replacement picnic benches

Councillor Atterwill reported that the Village Hall had three timber picnic benches outside the bar doors for guests and customers to use, one of these is now broken and had to be removed and the two remaining benches are in disrepair.

The Clerk presented three types of recycled plastic benches in the report pack to replace the existing benches.

Mr Atterwill suggested that three benches may not be sufficient for the numbers of guests at weddings and other events, Mr Rodrigues agreed.

Mrs O'Dowd proposed that the Clerk purchases 4 replacement benches from Marmax Products at £429 + VAT each seconded by Mr Venworth and carried.

It was agreed that the Clerk would not order these until the concrete has been decided to install them.

ii. To consider the upgrade of the basketball court
Mr Atterwill reported that he has corresponded with the administrator and there is a replacement hoop in the storage container. Mr Atterwill has agreed to fit this.
The administrator will be researching if there are any grants available to upgrade the youth space next year.

All agreed

iii. To consider replacement of outside LED lights outside the bar doors
The Clerk reported that the two outside lights are faulty and require replacing.
The Clerk reported that these could be upgraded to LED.
One quotation has been received for £120.00

Mr Turner proposed that the Clerk proceeds with the replacement lights for £120.00 seconded by Mr Rodrigues and carried.

iv. To discuss the possibility of a loft ladder in the storage cupboard
The Clerk reported that now one of the hirers have removed their equipment from the loft space in the storage cupboard, this would be a good space for any further equipment for the Village Hall, however, the access to this space is via a free-standing ladder.
The Clerk feels this is not compliant with Health and Safety and has recommended that safe loft access is installed.
The Clerk has received one quotation for this work to be carried out for £350.00

Mr Turner proposed that the quotation for £350.00 is accepted seconded by Mr Cawdron and carried.

v. To consider the cost of hiring a skip to clear the outdoor container
During lockdown the space in the containers were looked at and it is apparent that there are a lot of items inside that are of no use to the Village Hall. The Clerk would like agreement from Councillors that a skip can be hired to clear this space.
The Clerk had circulated quotations to Councillors ahead of the meeting for consideration.
Mr Atterwill had also asked Councillors what they would like to do regarding the old village sign that is still in there.
Councillors decided to clean and photograph the old sign and then dispose of it.

Mr Atterwill proposed that there is a budget of £200 for the skip hire seconded by Mr Venworth and carried.

vi. To consider a planting area to shield the containers
Mr Curran raised concerns regarding the outside space and the containers being visible from the main hall windows. He suggested a form of a trellis to be installed approximately 4ft back from the path.
Mr Atterwill agreed that this is a possibility, maybe a honeysuckle trellis, he also reminded councillors that the football teams are to be repainting their containers the same colour as the Village Hall ones to make it more presentable.

It was agreed that the Clerk would obtain prices for a honeysuckle trellis to be installed.

vii. To consider the purchase of display boards for Village Hall events
The clerk reported that the Village Hall is utilised for many events and one of these is promotional events which include presentations. The Village Hall currently does not have any such display equipment for these events but would possibly be more appealing to potential new hirers if it did.
The display boards would be the property of the Village Hall and there could be a small hire fee for anyone requiring the use of them.

The Clerk presented three quotes to councillors for consideration.

Mr Keen proposed that three display stands from XL Displays are purchased for £67 + VAT each seconded by Mr Rodrigues and carried

viii. To consider the purchase of a printer for the Administrator
The Clerk reported that with the administrator working from home there is a requirement for an additional printer, this will avoid email exchanges to request any correspondence for hirers is printed by the Clerk.

The Clerk had sent quotations ahead of the meeting for consideration.

Mr Atterwill proposed that the HP Envy 6032 is purchased along with a set of inks and USB cable at a cost of £93.97 seconded by Mr Turner and carried.

d. To Agree the 2021/2022 Village Hall Budget

The Clerk had circulated this document to Councillors ahead of the meeting.

It was agreed that this document will be considered by the Finance and Governance working group and presented to Councillors at the next meeting of the Village Hall Trust in September.

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

i. To receive an update on the boiler

The Administrator had sent a report to councillors ahead of the meeting for consideration.

It detailed that there had been three separate heating companies that have visited the Village Hall to inspect the facilities and provide further information for the Village Hall to move to green energy.

It was evident that neither dry or wet system air source heat pump would be suitable for the Village Hall due in part to its configuration of rooms and spaces, the costs involved in installing it, running costs and the lack of guarantee that it would suit the Village Hall needs.

Mr Atterwill suggested that he arranges a time to inspect the boiler with Mr Lappin to find what would be the best heating system for the Village Hall.

All agreed

ii. To receive an update on the cabin floor

Mr Atterwill reported that 2/3 of the cabin floor had sunk. The Carpenter came to site and removed some of the vinyl to see the damage underneath. This has been caused by drain water and no soakaway being installed.

Mr Lappin came to the site and disconnected the plumbing and Mr Atterwill disconnected the electrics for the emergency work to be carried out.

Mr Atterwill confirmed that the front of the cabin has now been sealed and new air holes have been drilled.

The Clerk is now organising for new vinyl to be laid.

The Clerk has also received a quotation from the carpenter to install a soakaway to avoid this issue in the future at a cost of £420.00

Mr Turner proposed that the soakaway is installed for £420.00 seconded by Mr Cawdron and carried.

Mr Atterwill would also like it placed on record his thanks to Mr Lappin for coming out at short notice.

7. To Receive an Update on the Governments Roadmap out of Lockdown

The Clerk reported that following the announcement on 14th June 2021, the country remains in step 3. This means that the step 3 restrictions still apply with regular hirers and the private hire bookings and bar function that was booked in, has had to be rescheduled.

The Clerk and Administrator continue to monitor the situation.

The Administrator also had concerns regarding the location of the Parish Council meeting in July – due to restrictions the Parish Council would need the main hall however it is booked to regular hirers.

It was agreed to discuss potentially moving the date of the Parish Council meeting in July to Tuesday 13th to use the hall.

8. To Receive any Correspondence relating to the Village Hall

Meeting to be Suspended To Receive Questions from the Floor

One member of the public asked if the Village Hall had considered the long standing coffee morning at the Angel and that the new community café may clash with this.

Mr Atterwill and the administrator confirmed that this is run by an independent catering company and Tuesdays are the only day that the hirer and the venue are available.

This is also an all day community café.

9. To Request Items for the Next Agenda

Planting trellis

Budget

Waste contract

Boiler

10. To Agree Date and Time of Next Meeting as Monday 13th September 2021 at 7.00pm

All agreed

The meeting closed at 7.44pm

_____ (Chairman) _____ Date