

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on **Tuesday 15th February 2022** at Swanton Morley Village Hall. The meeting commenced at 7pm.

Present: Mrs B O’Dowd (Chair in absence of Mr R Atterwill), Mr J Venworth, Mr G Curran, Mr J Keen, Mr J Rodrigues,

Also in attendance was Mrs K. Pickard (Clerk) Mrs J Fabisz (Assistant Clerk and notetaker)

1. To receive apologies for absence

Apologies were received from Mr R Atterwill, Mr D Turner, Mr I Cawdron

2. To receive declarations of interest

No declarations of interest received

3. Minutes of meeting held 13th December 2021 to be agreed and signed

It was noted that Mr Rodrigues was unable to attend the meeting

With this change Mr Venworth proposed that the minutes be accepted as a true and accurate record of the meeting seconded by Mr Curran and carried.

4. Matters arising from the minutes of 13th December 2021 (for information only)

No matters arising reported

5. Finance

a) Finance report

As reported on the agenda the bottom-line figure for January is £34,860.82. This is largely due to an existing balance from the Covid-19 funding received and a refund from the electricity renewal.

The Income figure for December 2021 was £7562.74 and the income for January was £6227.46.

Below is an overview for the full financial year to date detailed against the projected figure.

Village Hall Income – YTD – 1st April – 31st January 2022		
	Estimated	Actual
Private Hire	£4067.20	£5768.40
Regular Hirers	£8852.65	£5691.15
Little Swans	£9576.00	£6904.80
Field hire	£1350.00	£1325.00
Donations/Interest/Funding	£220.00	£9746.41
Recycling	£300.00	£508.46
Covid-19 grant funding	£12,000.00	£12,000.00
Furlough	£928.00	£928.52
Bar turnover - Card	£5000.00	£2605.83

Bar turnover – Cash	£3000.00	£3120.00
Turnover – Corkage	£50.00	£137.00
Total	£45,343.85	£48,735.57

There have been new bookings received from both private hirers and new regular hirers and the diary is quickly filling up.

Bar functions have now started for 2022 resulting in additional income.

There has been a further £4,000 in funding from Breckland Council from the Omicron grant.

The £500 bags for life funding has now been received for the soft play equipment to be purchased.

There have been a few issues with Lacons Brewery. The prices have increased but the stock availability has been challenging.

The Clerk has been recommended a different supplier so has made contact to request further information.

b) Accounts to approve for payment

Payee – January 2022	Description	Type	Amount
Biffa	Waste collection – Dec/Jan	Direct debit	£169.35
TV Licence	Monthly	Direct debit	£13.37
Swalec	Electricity	Direct debit	£646.88
Ansvar Insurance	Village Hall Insurance	Direct debit	£135.46
O2	Line rental	Direct Debit	£24.31
Lacons	Bar stock	Direct Debit	£2152.25
Breckland Council	Business rates	Direct Debit	£53.00
Bunzl	Consumables	BACS	£321.27
Goff Petroleum	Heating Oil	BACS	£938.78
Swanton Morley Farms	Peppercorn rent	Direct Debit	£1.00
Living Wage Foundation	Annual fee	BACS	£72.00
Screwfix	Maintenance	BACS	£23.07
Jewson	Maintenance	BACS	£105.82
T P Fire	Fire Alarm callout	BACS	£161.40
Oaks CCTV	CCTV callout	BACS	£38.40
Staff payments	Bar staff	BACS	£66.45
Staff payments	Cleaner/Caretaker	BACS	£752.40
	TOTAL		£4148.51

Payee – February 2022	Description	Type	Amount
Biffa	Waste collection	Direct debit	£72.77
TV Licence	Monthly	Direct debit	£13.37
E-On	Electricity	Direct debit	£646.88
O2	Line rental	Direct Debit	£24.31
Breckland Council	Business Rates	Direct Debit	£53.00
Stu Lee	Main Hall floor	BACS	£54.00

Lacons	Bar Stock	Direct Debit	£1198.74
Staff payments	Cleaner/Caretaker	BACS	£769.50
	TOTAL		£2832.57

This includes the list of payments made in January when there was no Village Hall Trust meeting.

Further additions to February 22

- Goff Petroleum - £953.00
- Dereham Domestic Appliances - £54.00 (for repair of cooker in extension (Little Swans)

New Total for February 2022 - £3839.57

Mr Rodriguez proposed that the payments were made seconded by Mr Venworth and carried.

c) Accounts to approve for Members with a Pecuniary Interest

As detailed on the agenda

Payee	Description	Type	Amount
Marc Lappin	Contingency Repair	BACS	£217.55
Dereham Electrical	Emergency Light Test	BACS	£408.00
			£625.55

Mr Venworth proposed that these payments were paid, and this was seconded by Mr Keen and carried

d) To Receive a report on the Heating Oil Consumption

The Clerk has put together a comparison of the heating oil consumption and costs since 2019. The cost of oil has had a significant increase but the boiler at the Village Hall does not appear to be very efficient. This is due to the age of the model.

The Clerk would like to request approval to seek quotations for a possible replacement.

Heating Oil consumption 2021/2022					
2021/2022 Budget £3500		20/21 Budget £3500		19/20 Budget £4250	
Apr-21	£549.82	Apr-20	£620.39	Jul-19	1799.69
Aug-21	£432.52	May-20	£363.85	Jan-20	917.67
Nov-21	£935.22	Dec-20	£274.89	Feb-20	749.26
Dec-21	£1,547.75	Feb-21	£803.25		
Jan-22	£938.78				
Feb-22	£1,402.00				
	£5,806.09		£2,062.38		3466.62

It was noted that there had been a significant increase in last three months
The Clerk reported that In December 21 there was an emergency fill with a further top up in January 22 and February levels have already dropped. The last invoice was £953.00

Questions were raised about the efficiency of the boiler and how economical it is
Mr Curran asked that the Heating Oil consumption report above be updated with litres and prices per litre due to the increase in oil prices so that the trust could consider if the amount of oil used has gone up, noting that during Covid the venue was closed during periods of lockdown and comparisons should look at periods when the venue was open fulltime.

Mr Keen suggested the trust consider moving away from oil and look at more efficient / sustainable resources such as air sourcing or solar panels as oil prices are unlikely to decrease.

Mr Rodriguez suggested that external funding / grants are explored.

Mr Venworth stated that the venue should be looking at greener resources given the climate emergency.

It was agreed that this matter would be deferred to next meeting to allow for an update of the report to show litres used and price per litre and also to investigate greener replacement

e) To Consider Upgrading to hand dryer facilities

The Clerk has been contacted by a supplier of commercial sanitary and washing equipment.

The Clerk requested a quotation for hand driers to be provided as detailed below;

Paper Towels Vs Hand Dryers

3 x Airstream Pure (HEPA) Hand Dryers, Annual Service @ £84.76 each per annum = £254.28 per year

Running costs only £0.08 per 150 dries. Average of £15 per unit, per year.

Despite some of the below being used for the Little Swans there is a huge saving on offer here.

2021/2022 – so far ordered 16 boxes of paper towels at £41.80 per box = £668.80

A discussion was had to consider replacing hand towels with hand dryers. The quotes above include servicing once a year.

If changing rooms and Little Swans were included, then we would be looking at 6 dryers in total. At the very least we would be looking at a similar cost, but it would be better for the environment. The lead time for installation is 6 weeks.

Mr Rodriguez proposed that hand dryers were installed to replace paper towels, and this was seconded by Mr Venworth and carried.

f) To Appoint and Internal Auditor for 2021/2022

The Clerk has obtained three quotations for the internal audit:

Luisa Cantera (2020/2021 Internal Auditor) - £ to be quoted at the meeting

Lorraine Trueman (Independent Norfolk Auditor) – £100 + Travel expenses (this is for five hours work, £20 per hour thereafter).

Thain Wilbur (Village Hall Auditor) - £290 + VAT

The Clerk reported that Louisa Cantera quoted £275.00 and has been the auditor for the last two years. She is also away for 6 weeks at the end of May so would not be available for work during this time.

Mr Curran asked how this might impact on the deadline for work to be carried out. The Clerk confirmed that deadline for submission was in December.

Mr Curran proposed that Louisa Cantera be appointed as internal auditor for the current year seconded by Mr Keen and carried.

6. 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 the emergency lighting had been serviced recently but other than that there were no other issues.

a) To Receive a Report on the Recycling Bin at the Village Hall

The Assistant Clerk reported that she had received three quotes for a recycling bin at the Village Hall and proposed that Veolia were the cheapest.

Mr Keen proposed that this matter be delegated to the Clerk seconded by Mr Rodrigues.

7. To Discuss a Proposal following Correspondence by a Local Catering Company

Separate report attached to the agenda

The Clerk would like agreement on costings if this is accepted and delegation to the Clerk/Chair/Vice Chair and Assistant Clerk to draw up an agreement.

The Assistant Clerk explained that the proposal was to allow the Village Hall to become the operator of the Community Café – currently held on a Tuesday – to allow the Trust to have a say in how it is run and to encourage, promote and increase its usage to all the residents particularly those that may be in need of additional support given the links we have with Breckland Social Prescribers who would be want to use the Café as a community hub supporting residents through the Café and encouraging social clubs and activities to promote wellbeing.

Whilst there would be a net loss to revenue for the Village Hall initially there would be plenty of opportunities to increase revenue through the current caterers increasing their usage of the facilities for their own business (including storage in the Cabin) and also through more footfall through the venue with opportunities to promote private and regular hirers.

Mr Curran raised concerns about the loss of revenue and Mrs O'Dowd asked for the proposal to be updated with figures and costings so the Trust could make an informed decision.

The Clerk stated that the Social Prescribers would be attending the Café on 29 March.

This matter was therefore deferred to the next meeting.

8. To Discuss the Management of the Blessing box

The Assistant Clerk would like to know if a new name or sign is required.

It was proposed by Mr Keen that the box did not require a name, and this was seconded by Mr Rodrigues and carried.

9. To Consider an Event Management plan

This item will be deferred for further proof reading

10. To receive any correspondence relating to the Village Hall

None reported

Meeting to Be Suspended for Further Time Allocated to the Public

There were no questions from the Public

11. To request items for the next agenda

- Proposal for the Community Café
- The Village Hall Event Plan
- The Boiler and Oil Consumption

12. To Agree the Date and Time of the Next meeting as Monday 14th March 2022 at 7pm

Agreed

Meeting ended at 7.45pm