

## SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held in Swanton Morley Village Hall on Monday 12<sup>th</sup> August 2019. The meeting commenced at 7.00pm.

**Present:** Mr R. Atterwill (Chairman), Mr G. Curran, Mr J Keen, Mrs B O’Dowd, Mr I Cawdron, Mr D Turner and Mr S. Westbury.  
Also in attendance was Mrs K. Pickard (Clerk) and Mrs M Heinrich (Administrator) and five members of the Public.

### **Time Allocated to the Public**

One member of the public wanted to extend his thanks to the Staff at the Village Hall for the support during the Swanton Morley Festival. Mr Atterwill thanked him for this.

### **1. To Receive Apologies for Absence.**

Mr Rodrigues sent his apologies for absence, accepted by the Council.

### **2. To Receive Declarations of Interest**

None received.

### **3. Minutes of 8<sup>th</sup> July 2019 to be Agreed and Signed**

Mr Curran proposed that the minutes were a true and accurate record of the meeting, seconded by Mrs B O’Dowd and carried. The minutes were signed as a true and accurate record by Mr Atterwill.

### **4. Matters Arising from the Minutes of 8<sup>th</sup> July 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 with the meeting pack.

The bottom-line figure for July was £9646.85.

The Clerk reported that there has been a slight decrease in the bottom-line figure from June due to the remedial works carried out in the car park.

The Bar has banked £4545.45 from the private functions in July.

There is a slight decrease in activity currently due to the summer holidays and some of the regular hirers having the six-week block off.

There has also been an issue with the bar takings being down on two separate occasions, this is being monitored by the bar manager and a refresher training session will be secured in order to make sure there are no further errors with till numbers. This has proved difficult to check on the till roll due to it being faulty and the till being over 10 years old it is discontinued so no replacement parts are available for repair. Please see item 6c.

#### **b) Accounts to Approve for Payment**

The Clerk reported that the following invoices had been received for payment. The invoice for PPL PRS Ltd of £1005.22 could differ slightly when they process the turnover for the year. The Clerk requested that the invoice be approved in principal on those grounds. Mr Cawdron proposed that these payments be made, seconded by Mrs O’Dowd and carried.

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Bunzl	Cleaning Products	£238.49
Morgan Fire Protection	Fire Inspection and replacement extinguisher	£206.64
Frappell & Knight	Remedial Works	£498.00

Screwfix	Toilet Seats and no smoking signage	£76.94
Oaks CCTV	Replacement Monitor	£228.00
A C Banham	Groundworks	£900.00
PPL PRS Ltd	Music Licence	£1005.22
Maddi Heinrich	Amazon order for thermometers	£22.48
	<b>TOTAL</b>	<b>£3175.77</b>

**d) Staff Payments Made (4<sup>th</sup> July – 3<sup>rd</sup> August)**

The following payments were reported as being made under contract:

Type of Work	Total Payments Made
Cleaning & Caretaking	£747.00
Bar Staff	£119.00
<b>TOTAL</b>	<b>£866.00</b>

**d) Income for the Village Hall to be reported.**

The clerk had previously sent out the figures of the income.

**e) To Receive an Update Report for a Councillor to be a Signatory for the Lloyds Village Hall accounts**

Mrs O'Dowd to complete and sign.

**f) To Consider the Proposal of the New Booking Form and Hirer Agreement.**

The Clerk reported that this is currently being completed and has requested this item to be deferred until September.

**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 Report on a Bike Shelter for the Village Hall**

The Administrator has sent a second quotation received from Mr Banham to lay the concrete and erect the shelter this cost is £2178. The cost of the shelter is £1116.00 which gives a total cost of £3294. The administrator has reported that the cost from Shelters 4 Less to supply and fit the shelter would be £9471.17. There is still no funding available for this project.

Mr Atterwill made the suggestion that, the administrator and the Clerk contact Mr Banham for a separate quote to build a shelter from timber.

This was agreed.

**b) To Consider the Quotation from Mr Banham for the down pipe.**

The Clerk reported that Mr Banham has been extremely busy and has not provided the quote as yet. This item has been deferred to September.

**c) To Consider the Quotation of a replacement till.**

The administrator has sent out a report detailing the quotation.

The problems with it have now increased to the point where office staff are unable print a summary of transactions nor investigate transaction level information. We, therefore, propose to replace it as a matter of urgency.

Research into a replacement cash register on a like for like basis, online and with our current suppliers, has led us to a Sam4s ER 940 cash register. This model has:

- 110 keys with an option to have 2 prices per item
- SD slot
- Twin till rolls
- Electronic journal
- Full size cash drawer

- 2000+ PLUs
- 10 media keys
- 50 clerks

ECR quoted £834, which they would reduce to £714 if we trade in our old machine.

Cash Register Group (a national company) will provide the same model for £451.14.

We propose,

To purchase the following from Cash Register Group:

SAM4S ER940	£451.14
X20 thermal rolls	£22.20
Keyboard print out sheet in excel	£2.39
12 months telephone support	£52.00
1st programming of keys (to avoid delay in set up)	£50.00

Total cost: £577.73

The only additional cost to get started would be for a couple of 2GB SD cards which can be purchased for under £10 (for both).

Mr Turner proposed that the new till is purchased from Cash Register Group seconded by Mr Curran and carried.

Mr Turner proposed that the technical support chosen should be 12 months support at £52.00 seconded by Mrs O'Dowd and carried.

**d) To receive an update for a Floral Display in the Foyer**

The Clerk reported that the administrator has spoken to the company in question and this will be complete in the next 14 days.

**e) To receive an update report on the Legionella Risk Assessment**

The Administrator has followed up from the assessment to receive the report and the invoice.

The only advice given at the time of the assessment was that we should be monitoring the heat of the hot water leaving the holding tank and periodically checking the temperature of the hot water at the taps. Pipe thermometers and a probe to be able to complete these tasks have been purchased and the Caretaker has agreed to add them to his schedule of works.

**f) To receive an update on the installation of a replacement oil pipe**

The Clerk has reported that this work is now complete.

**g) To consider replacing single use plastic cups with reusable ones.**

The bar currently serves drinks in single use plastic tumblers for events where drinks are likely to be taken outside to avoid the risk of broken glass on the playing field and surrounding area. For that reason, it is important that a service is still provided that is safe but it is also important that as an organisation to consider the impact that single use plastic is having environmentally. The bar moved away from plastic straws some time ago and the Village hall is now near the end of the current stock of single use plastic tumblers it is time to consider alternatives.

The administrator has obtained a quotation to purchase these;

250 translucent stadium pint cups - £132.00

250 translucent stadium half pint cups - £124.50

The single use plastic glasses currently used cost approximately 7p and 10p each (half pint and pint).

Each reusable glass would, therefore, only have to be used 5 times to become more economical than the current arrangement as well as being far more environmentally friendly.

Mr Atterwill suggested that when they are required we would order a smaller amount to trial them.

It was agreed that as the Village Hall still have a stock of plastic cups to use that this item would be deferred.

**7. To Receive any Correspondence Relating to the Village Hall**

None received.

*Meeting to be Suspended To Receive Questions from the Floor*

None received

**8. To Request Items for the Next Agenda**

To receive an update on the Bike Shelter

To receive an update on the purchase of plastic cups

To consider wear and tear of the current tables and chairs.

To consider the options of a replacement access card reader for the building.

**9. To Agree Date and Time of Next Meeting as Monday 9<sup>th</sup> September 2019 at 7pm**

Carried.

The meeting closed at 7.29pm

\_\_\_\_\_ (Chairman) \_\_\_\_\_ Date