

## **SWANTON MORLEY VILLAGE HALL TRUST**

A meeting of Swanton Morley Village Hall Trust was held on Monday 11<sup>th</sup> August 2025 at Swanton Morley Village Hall. The meeting commenced at 7pm.

Present: Mr R. Atterwill, Mrs B O'Dowd, Mr J Venworth, Mr J Phillips and Mr B Powter

Also in attendance was Mrs K. Pickard (Clerk).

### **1. To receive apologies for absence**

Apologies were received from Mr D Turner, and Mr S Gauntlett, Mrs A Walker-Fraser and Mr J Rodrigues accepted by the Trust.

### **2. To receive declarations of interest**

None declared

### **3. To agree and sign the minutes of the Village Hall Trust meeting held on 9<sup>th</sup> June 2025**

**Mrs O'Dowd proposed these are accepted seconded by Mr Venworth and carried**

### **4. To receive matters arising from the minutes of 9<sup>th</sup> June 2025**

None were received

### **5. Finance**

- a. To Receive a Finance report from the Clerk

Bottom line figure of £18,525.13

Outstanding invoices from hirers is now £3327.00

**Electricity comparison** - April – July 2024 expenditure was £3098.21

April – July 2025 expenditure is £1653.78

This is approximately 47% saving since upgrading to LED lights.

Oil comparison – April – July 2024 expenditure was £1053.13

April – July 2024 expenditure is £0

The Clerk will be putting in an order later in the month.

There are currently 8 bookings left in the diary for bar functions, the clerk is working with the Bar Manager on new promotional material.

The Bar Manager has carried out a review of the bar prices. This document was shared with the members.

Mr Atterwill proposed that the price increase is accepted seconded by Mr Venworth and carried.

Mrs O'Dowd wanted thanks placed on record for the efforts of the Clerk, Village Hall staff and volunteers for the VJ Day Commemoration and Village Hall 30<sup>th</sup> Birthday party.

Income for financial year 25/26:

Village groups	£4724.55
Little Swans	£4250.40
Field hire	£225.00
Private hire	£2805.00
Donations/Interest/Fundraising	£308.07
Bar	£9096.78
<b>Total</b>	<b>£21,409.80</b>

b. Accounts to approve for payment.

<b>Payee – July 2025</b>	<b>Description</b>	<b>Type</b>	<b>Amount</b>
O2	Phone bill	Direct debit	£32.28
TV Licence	TV Licence	Direct debit	£15.00
Breckland Council	Business rates	Direct debit	£112.00
Swanton Morley Parish Council	Grasscutting	Direct debit	£297.50
Anglian Water	Water rates	Direct debit	£350.00
Ansvar Insurance	VH Insurance	Direct debit	£142.52
Lappin Group	Little Swans Water heater	BACS	£466.94
HMRC	Staff NI	BACS	£161.09
Lappin Group	Toilet Handle	BACS	£104.63
Easy Clean Windows	Window cleaning	BACS	£70.00
TP Fire	Half Yearly service	BACS	£150.00
Force Fresh	Consumables	BACS	£50.88
		<b>Total</b>	<b>£1952.84</b>

<b>Payee – August 2025</b>	<b>Description</b>	<b>Type</b>	<b>Amount</b>
O2	Phone bill	Direct debit	£32.28
TV Licence	TV Licence	Direct debit	£15.00
YU Energy	Electricity	Direct debit	£593.47
Breckland Council	Business rates	Direct debit	£112.00
Swanton Morley Parish Council	Grasscutting	Direct debit	£297.50
Anglian Water	Water rates	Direct debit	£350.00
PJ Plumbing	Water leak	BACS	£184.80
Force Fresh	Consumables	BACS	£99.06
		<b>Total</b>	<b>£1684.11</b>

Mr Powter proposed that the payments are made seconded by Mr Venworth and carried

## 6. Maintenance

### a. To consider a replacement fridge freezer for the bar

The freezer in the cellar for the bar stock of ice and ice pops has stopped working

The fridge and freezer have both been in the cellar for more than 10 years It currently has a small fridge balancing on the top for the wine bottles.

The Clerk provided three options for a replacement.

Mr Atterwill proposed that the frost free option is purchased at a cost of £286 seconded by Mr Phillips and carried

The Clerk raised a request from the Bar Manager to purchase a coffee machine for the bar as this has been requested quite regularly.

The machine, accessories and the pods is at a cost of £100.

Mr Atterwill proposed that the coffee machine is purchased seconded by Mrs O'Dowd and carried.

**b. To receive an update on the repair of the shower wall in the changing rooms**

Cost of materials – £820 + labour £640 - £1460.00  
£570 - plumber

£2,022.00

It was agreed to obtain a further quotation for the work to be carried out and presented at the next meeting of the Village Hall Trust.

The Clerk will forward the quotation to Mr Atterwill.

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

The Clerk had received a request from Swanton Morley FC to install a sign at the end of the car park.

Two draft designs were shared on the screen for consideration.

The measurements are 1.2m x 0.8m

It was noted that there is a water main at the end of the car park that they will need to aware of when installing any posts.

Mrs O'Dowd asked the clerk to confirm if they had permission for a child's face to be on the sign?

Mr Atterwill proposed the chosen design and that the sign can be installed at their expense on secure fixings and posts seconded by Mr Venworth and carried

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

Installation of the solar panels

Shower wall

**9. To agree the date and time of the next meeting to be held on 8<sup>th</sup> September 2025**

All agreed

The meeting closed at 7.26pm.

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

Signed \_\_\_\_\_