

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 14th April 2025 at Swanton Morley Village Hall. The meeting commenced at 7pm.

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

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

1. To receive apologies for absence

Apologies were received from Mr D Turner, Mrs A Walker-Fraser, Mr B Powter and Mr S Gauntlett 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 10th March 2025

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

4. To receive matters arising from the minutes of 10th March 2025

None were received

5. Finance

a. To Receive a Finance report from the Clerk

The financial year ended with a bottom line figure of £20,206.95, compared with the beginning of the financial year of £10,402.36.

The Village Hall has received a total of £12,150.00 in Grant funds for the following:

D-Day Grant - £500.00

Warm Hub - £1400.00

Solar Panels - £10,000.00

VE/VJ Day grant - £250.00

Unfortunately, there were some private hire bookings cancelled for personal reasons and the Tractor Rally did not go ahead.

Fireworks night was a good event, however including the outlay, the Village Hall only secured approximately £650.

The utilities were decreased for 24/25 due to the new boiler installation and LED lighting.

Electricity	23/24 – £10,303.61	24/25 - £4518.59
Heating oil	23/24 - £5860.79	24/25 - £4618.04

Moving into 25/26 – There are some larger events due to take place including Strong Man in June. Fireworks night has been cancelled.

The diary is filling up for the financial year and we have also secured wedding bookings taking us to 2027.

The Income for financial year 24/25:

Village groups	£11,829.00
Little Swans	£11,704.00
Field hire	£1,695.00
Private hire	£8638.58
Donations/Interest/Fundraising	£17,089.86
Bar	£23,805.00
Total	£74,762.29

- b. Accounts to approve for payment. This includes payments made in January when there was no Village Hall meeting.

Payee – April 2025	Description	Type	Amount
02	Phone bill	Direct debit	£31.16
TV Licence	TV Licence	Direct debit	£15.00
Biffa	Waste removal	Direct debit	£157.50
Swanton Morley Parish Council	Grass cutting	Direct debit	£297.50
Anglian Water	Water rates	Direct debit	£350.00
PJ Plumbing	Port valve replacement	BACS	£193.64
Force Fresh	Consumables	BACS	£124.40
Force Fresh	Consumables	BACS	£48.64
APF Fire	Fire Extinguisher Service	BACS	£187.80
Scribe Accounts	Accountancy subscription	BACS	£414.72
		Total	£1820.36

6. Maintenance

a. To receive an update on the installation of PV Solar Panels on to the Village Hall

The Clerk has received notification that the funds are now received for the Solar Panels.

A comparison for the two quotes received had been circulated to Councillors ahead of the meeting for consideration.

One of the contractors have confirmed that there is no VAT due as we are a registered charity so the sum outstanding for the Village Hall to pay will be £895.

If the Village Hall Trust were mindful to appoint C2 Renewable Energy then they will be carrying out a site visit to finalise the details. This will not affect the quotation that we have received.

Mr Atterwill proposed that the Standing Orders are waived as only two quotations were received to appoint C2 Renewable Energy for the installation of solar panels for £10,895 seconded by Mr Rodrigues and carried

The Clerk will make the appointment and schedule in the site visit to confirm the installation.

b. To receive an update on the water leak investigation and agree any actions necessary

Mr Atterwill confirmed that he had been on site to turn off the water and investigate for a possible leak. The meter was completely submerged. When Mr Atterwill turned the water back on the next day, the needle had not moved so there was no leak from the incoming supply.

There is no leak in the building.

The Clerk has sent this information to Anglian Water to challenge the outstanding balance.

c. To consider a quotation to repair the shower wall in the changing rooms

The clerk reported that a quotation has been received to repair the shower wall and carry out remedial work.

This is at a cost of £2888 including VAT.

Mr Atterwill suggested that further quotes are obtained to carry out the work.

d. To consider quotations for replacement blinds

It was agreed to defer this item

7. To discuss VE/VJ Day Commemoration

The Village Hall Trust have received £250 in grant funding from Breckland Council towards commemorations of VE Day and VJ Day in 2025.

VE Day 2025 – Thursday 8th May

VJ Day 2025 – Friday 15th August

The Clerk would like agreement that for the VE Day commemoration that the Beacon will be lit on the Village Green at 9.30pm and VJ Day can be commemorated in August at the Village Hall hosting a VJ Day fete including, activities and games, rounders, refreshments and music.

Stall holders can be invited to have a pitch – Royal British Legion and QDG to be invited.

All agreed

8. To receive any correspondence relating to the Village Hall

The Clerk reported that NALC have circulated an email that Martyn's Law has now been passed.

This bill ensures that security preparedness is delivered consistently across UK for better protection of the public. This is relevant to any venues that holds over 200 attendees.

The Clerk will prepare a policy and risk assessment for this.

9. To request items for the next agenda

Martyn's Law

Shower wall

10. To agree the date and time of the next meeting to be held on 12th May 2025

Mr Atterwill suggested that there is no meeting in May due to the Annual Meetings being held, and that the next meeting of the Village Hall Trust will be held on Monday 9th June.

All agreed

The meeting closed at 7.26pm.

Approved by _____ Date _____

Signed _____