

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 13th February 2023 at Swanton Morley Village Hall. The meeting commenced at 7pm.

Present: Mr R Atterwill (Chair), Mrs B. O'Dowd (Vice Chair), Mr J Venworth, Mr J Rodrigues, Mrs A Walker-Fraser, Mr B Almond and Mr D Turner

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

1. To receive apologies for absence

None received

2. To receive declarations of interest

Mr Atterwill declared an interest in item 5c

3. Minutes of meeting held 12th December 2022 to be agreed and signed

Mr Venworth proposed that the minutes are accepted seconded by Mr Almond and carried

4. Matters arising from the minutes of 12th December 2022 (for information only)

None were raised

5. Finance

a) To receive a finance report and consider any recommendations.

The Clerk reported that the bottom-line figure for January 2023 is £29,710.08.

January has been a relatively quiet month for private hire events. There have been two bar functions run at the hall and the next one is now due in March.

We now have a new hirer for meetings booked four times a year

The new fees have taken effect

The Sumup card machine is being used more frequently which automatically credits the Village Hall bank account

Mr Atterwill asked the Clerk to review the monthly monitor as there appears to be an error in the spreadsheet with the calculations. Mr Atterwill also suggested a total expenditure column as well.

Income of the 2022/2023 Village Hall YTD

Village Hall Income – YTD – 1st April 2022 – 31st January 2023	
Regular hirers	£7,452.90
Private hire	£11,888.66
Little Swans	£6,400.80
Bar income	£27,045.71
Field hire	£1,350.00
Donations/Interest/Lotto	£891.58
Warm Hub	£2,000.00
Total	£57,029.65

b) Accounts to approve for payment

Mr Turner proposed that the payments are approved seconded by Mr Rodrigues and carried

Payee – January 2023	Description	Type	Amount
O2	Phone bill	Direct debit	£26.21
Eon	Electricity	Direct debit	£558.24
Breckland Council	Business Rates	Direct debit	£83.00
Biffa	Waste collection	Direct debit	£124.50
TV Licence	TV Licence	Direct Debit	£13.37
Ansvar Insurance	Village Hall Insurance	Direct Debit	£158.67
Swanton Morley Farms	Peppercorn rent	Standing Order	£1.00
Lacons	Bar Stock	Direct Debit	£1360.84
Wave	Water bill	BACS	£620.89
StuLee	Cleaning cover	BACS	£70.20
Goff Petroleum	Heating Oil	BACS	£1375.16
TP Fire	Fire alarm callout	BACS	£235.20
JD Catering	Maintenance	BACS	£221.50
Lappin Group	Plumbing callout	BACS	£103.56
Force Fresh	Cleaning consumables	BACS	£322.68
Surelock	Replacement lock	BACS	£72.00
Staff costs	Bar staff/Cleaner	BACS	£1122.13
		Total	£6469.15

Payee – February 2023	Description	Type	Amount
O2	Phone bill	Direct debit	£26.21
Eon	Electricity	Direct debit	£558.00
Breckland Council	Business Rates	Direct debit	£83.00
Biffa	Waste collection	Direct debit	£104.00
TV Licence	TV Licence	Direct Debit	£12.57
Adrian Forder Associates	Replacement boiler consultation	BACS	£3120.00
Bernie Marsham	Planings	BACS	£40.00
		Total	£3943.78

Mr Atterwill left the room and Mrs O'Dowd took the chair

c) Accounts to approve for payment for members with a pecuniary interest

Mr Venworth proposed that the expenses are paid seconded by Mr Turner and carried

Payee	Description	Type	Amount
Roger Atterwill	Heater/Rock Salt	BACS	£49.58
		Total	£49.58

Mr Atterwill re-entered the room and resumed the chair

d) To consider a proposal from the clerk to change breweries

The Clerk had sent a report ahead of the meeting regarding a move to Greene King brewery. This report includes a price comparison for the stock. The Clerk is still awaiting clarification that the prices are locked in.

This proposal also includes new lines to be installed in the cellar and Greene King have requested that the Village Hall stock an in house ale.

Mr Atterwill reported that Inbev own the current pipes so the clerk will check that they still own them, and if so these can removed and stored.

Mr Atterwill also wanted clarification that if the equipment is installed and something goes wrong, will the contract include a callout and maintenance repair work.

It was agreed to defer the item until the Clerk has a response to the questions.

e) To discuss items for consideration for the 2023/2024 budget

This item was included to allow any further considerations to be included.

Mr Atterwill would like to discuss an upgrade to the toilet facilities.

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.

i. To consider a tender for the replacement heating system

This item was deferred to allow councillors a further opportunity to review the tenders and options on funding this project.

ii. To discuss a proposal for a replacement projector system

Mr Almond had circulated at a previous meeting the replacement item for consideration. This is to purchase an Epsom digital projector to use with the current screen.

Mr Almond proposed that the replacement projector is purchased for £665 + VAT seconded by Mr Venworth and carried.

7. To receive an update on the warm hub/community café

The clerk reported that The Assistant Clerk has been opening the warm hub four days a week and has advertised various promotions to encourage residents to use the facility

The building continues to be extremely busy on Tuesdays.

The Assistant Clerk is currently working on a new promotional idea in order to increase the foot flow across the week.

8. To discuss correspondence received from Little Swans

The Clerk had circulated the report ahead of the meeting for consideration.

This details the requirement to extend the outside space to create a small sensory area and extend the facility to accommodate an office for confidential conversations.

Mrs O'Dowd proposed that the plan is supported in principle and to explore the options further seconded by Mr Turner and carried

9. To receive an update on the hirer agreement and corresponding documents

The Clerk reported that following the new hirer agreement and request for information, all hirers have now returned the signed forms and any additional policies relevant to their group.

Councillor Venworth was concerned that all hirers should be producing a safeguarding policy. The Clerk confirmed that it was understood that only the hirer groups that have children or vulnerable adults need to produce this but will seek clarification from ACRE

10. To receive any correspondence relating to the Village Hall

The clerk had received correspondence from a local company who would like to hire the cabin on a flexible basis to prepare buffet food.

This would not be on an exclusive basis and the work required to create a health and safety compliant area would be carried out by the organisation.

Mr Atterwill did not feel that this would be a very good option as the COSHH cupboard and cleaning supplies are in a storage area to the rear of the cabin therefore access would have to be made through the space where the food preparation is being carried out.

Mrs O'Dowd suggested that as the building has a fully commercial kitchen that this would be a more practical space to be hired.

All agreed

Meeting Suspended for Further Time Allocated to the Public

Nothing was raised.

11. To request items for the next agenda

Heating tender

Budget

12. To agree the date and time of the next meeting to be held on 13th March 2023

All agreed

Mr Atterwill proposed to suspend the meeting until the end of the Parish Council meeting to discuss the last item seconded by Mr Rodrigues and carried

13. To receive a proposal to close the meeting to the press and public for item 12 for the reason that the content of discussion relates to Staff matters (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960).

14. Staff matters

The caretaker position was discussed.

There has been an applicant who is interested in the position and extremely experienced in aspects of caretaking as well as remedial work that the Village Hall requires however due to the hourly rate and number of hours this may not be practical for them to consider.

It was agreed to offer the applicant £15 per hour and a one year fixed contract where he will carry out the caretaking duties along with larger pieces of work rather than appointing a contractor.

Approved by _____ Date _____

Signed _____