

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 8th April 2024 at Swanton Morley Village Hall. The meeting commenced at 7pm.

Present: Mr R Atterwill (Chair), Mrs B O'Dowd (Vice Chair), Mr B Almond, Mr D Turner, Mr J Venworth and Mr J Phillips.

Also in attendance was Mrs K. Pickard (Clerk) and two members of the public.

1. To receive apologies for absence

Mrs Walker-Fraser and Mr Rodrigues sent their apologies, these were accepted

2. To receive declarations of interest

Mr Atterwill and Mr Venworth declared a personal interest in item 7c

3. To agree and sign the minutes of the Village Hall Trust meeting held on 13th November 2023

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

4. To receive matters arising from the minutes of 13th November 2023

None were received

5. To agree and sign the minutes of the Village Hall Trust meeting held on 11th April 2024

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

6. To receive matters arising from the minutes of 11th April 2024

None were raised

7. Finance

a. To Receive a Finance report from the Clerk

The Clerk reported that the Bottom line figure for March was £8748.91.

There is a figure of £2438.87 outstanding in hirer fees.

The year end figures against budget for payments was reported as:

Total £74,412.37 against a budget of £53,991.92

Income was reported as:

Total £65,007.92 against an income budget of £55,034.78, this is largely due to the grant funding received for the LED lighting.

The main contributing factor for the overall expenditure was utilities which equated to 25% of the annual budget.

The main factor for the overall Income figure was bar income equating to 26% of the annual budget.

It was reported that unfortunately the Screwfix grant was unsuccessful due to demand for funding, the clerk is investigating further Village Hall grants

Recommendations for consideration were made by the Clerk.

- Overall 'Upgrade to Community Building' analysis to be put together following a building inspection

- Create a 'Wedding Package' separate from the platinum package
- Set a date for a F & G group to consider a draft budget

b. Accounts to approve for payment.

Payee – March 2024	Description	Type	Amount
O2	Phone bill	Direct debit	£29.71
Breckland Council	Business Rates	Direct debit	£44.00
YU Energy	Electricity	Direct debit	£953.47
TV Licence	TV Licence	Direct debit	£13.25
Ansvar Insurance	Village Hall Insurance	Direct debit	£147.46
Force Fresh	Consumables	BACS	£105.54
English Security	Out of hours callout	BACS	£144.00
Scribe Accounts	Accountancy software	BACS	£414.72
JD Catering	Replacement fridge	BACS	£475.62
APF Fire	Fire Extinguisher service	BACS	194.40
Breckland Council	Lottery licence	BACS	180.0
		Total	£2702.17

Mrs O'Dowd proposed the payments are made seconded by Mr Turner and carried

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

c. Payments to approve for members with a pecuniary interest

Payee –	Description	Amount
Jim Venworth	Redecoration items for the bar lounge	£205.18
Roger Atterwill	Replacement lock for the cabin	£25.39
		£230.57

Mr Almond proposed that the payments are made seconded by Mr Turner and carried

Mr Atterwill and Mr Venworth re-entered the room and Mr Atterwill resumed the chair

d. To appoint an Internal Auditor for 2023/2024 Village Hall accounts

The Clerk had circulated the quotations received from Internal Auditors ahead of the meeting for consideration.

Mrs O'Dowd proposed that Mr Goreham is appointed as the Internal Auditor for 2023/2024 accounts seconded by Mr Venworth and carried

8. Maintenance

a. To discuss the quotation to install fencing along the Village Hall field and agree any actions necessary

This item was deferred while awaiting further quotations

b. To discuss the condition of the main hall floor

Mr Atterwill reported that the condition of the main hall floor is deteriorating and requires remedial work to be carried out. This includes sanding, restoration and protection layers.

A quotation received in 2022/2023 was £4780.00.

The Clerk has a site meeting with the contractor to obtain an up to date quote for the work.

Mr Almond suggested a second company that could provide an alternative quote. The Clerk will contact them and report back at the May meeting.

c. To consider a replacement cooker

The condition of the cooker in the kitchen has deteriorated making the lighting of the main cooker problematic for hirers.

Mr Atterwill has looked into options for a domestic replacement with a ceramic hob and the Clerk is awaiting confirmation on the warranty and payment options.

It was agreed that more work would be undertaken looking at options for a replacement and reported back at a later date.

9. To discuss the D-Day Event

The Clerk reported that the funding for the event has been successful.

This will be an event held at the Village Hall on Saturday 8th June.

This will be an afternoon tea with music and entertainment for the families.

The Clerk would like to hold a working party meeting in order to put plans together.

10. To receive any correspondence relating to the Village Hall

Nothing received

11. To request items for the next agenda

Fencing

Cooker

Main hall floor

12. To agree the date and time of the next meeting to be held on 10th June 2024

It was agreed to have a short Village Hall meeting prior to the Annual Meeting of the Parish Council on Monday 13th May at 7pm

Approved by _____ Date _____

Signed _____