

## SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held in Swanton Morley Village Hall on Monday 14<sup>th</sup> January 2019. The meeting commenced at 7.00pm.

**Present:** Mr R. Atterwill (Chairman), Mr B. Marsham, Mr J. Rodrigues, Mr G. Curran, Mr J. Keen, Mrs B. O'Dowd, Mr S. O'Dowd and Mr S Westbury  
Also in attendance was Mrs K. Pickard (Acting Clerk)

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

No concerns were raised.

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

Apologies were received from Mr K Tidman.

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

No declarations made.

### **3. Minutes of 10<sup>th</sup> December 2018 to be Agreed and Signed**

Mr G Curran proposed that the minutes were a true and accurate record of the meeting, seconded by Mr J Keen and carried. The minutes were signed as a true and accurate record by Mr Atterwill.

### **4. Matters Arising from the Minutes of 10<sup>th</sup> December 2018 (for information only)**

There were no issues raised.

### **5. Finance**

#### **a) To Receive a Financial Report and Consider Recommendations**

Councillors previously received the Finance report in the meeting pack.

The bottom line figure as at 31st December 2018 has decreased by £1031.48 (£8910.64 compared with £9942.12 on 30<sup>th</sup> November). This does include the expenditure on the Cabin project, the amount committed to replacing the main hall doors, the replacement air conditioning unit, Fire Control system update following the siting of the Cabin. December bar functions ended with a £1389.76 profit, this total is from the bar takings, taking out the stock figure and staff wage figure.

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

The following invoices had been received for payment. These invoices were approved for payment after a proposal from Mr Atterwill and a second from Mr Keen.

<b>Payee</b>	<b>Description</b>	<b>Payment Method</b>	<b>Amount</b>
HMRC	PAYE Month 9	Direct to Bank	£26.60
Eastern Office Equipment	Stationery, Cartridges. Display Equipment	Direct to Bank	£148.38
Wave	Water Bill Half Yearly	Direct to Bank	£886.02
Jewson	Caretaker Repair Equipment	Direct to Bank	£20.30
Rentokil (Initial)	Washroom Sanitary Contract	Direct to Bank	£135.47

Mole Fuels	Heating Oil	Direct to Bank	£670.82
Viridor	Waste Disposal	Direct to Bank	£108.00
Lacons Brewery	Bar Stock	Direct to Bank	£714.66
	<b>TOTAL</b>		<b>£2710.25</b>

**c) Staff Payments Made (6<sup>th</sup> December – 4<sup>th</sup> January)**

The following payments were reported as being made under contract:

Type of Work	Total Payments Made
Cleaning & Caretaking	£787.50
Bar Staff	£376.55
<b>TOTAL</b>	<b>£1164.05</b>

**d) To receive an update to Bank Signatories**

Mr Atterwill addressed the issues that are being experienced with Lloyds online banking for the signatories, Mr Atterwill and Mr O'Dowd are the only existing signatories on the account as Lloyds are still processing the Clerks details. The extra forms for online banking have now been completed and signed by both Mr Atterwill and Mr O'Dowd to be returned to Lloyds by the Clerk.

**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 Consider any Actions for Repairs and to Improve Health and Safety in Swanton Morley Village Hall**

Mr Atterwill confirmed that he is in discussion with the Carpenter to replace the double doors into the Main Hall. This job is to be booked into the diary to give one and a half clear days for completion. Mr Atterwill and the Clerk are finalising details for this to take place.

Once the doors are finished, the next stage will be to look at the quotations for the replacement carpets in the foyer.

Mr Atterwill has also provided the Caretaker with the wood filler for the outside cabin and has advised that when the weather improves, the paint for the cabin will be purchased for the Caretaker to complete.

It was also confirmed that the Bar Manager and Clerk will be attending the Personal Licencing Course on Monday 21<sup>st</sup> January 2019.

**b) To Receive Update Report on Remedial Works for Fire Risk Assessment**

Mr Atterwill advised that a quotation has been received from Morgan Fire Protection for the Fire Risk Assessment to be carried out at Swanton Morley Village Hall. This quotation is £295 + Vat. Mr Atterwill proposed that the quotation be accepted and proceed with this work seconded by Mr J Keen.

It was also acknowledged that Clerk has enrolled for the online Fire Safety Course and is just awaiting the booking confirmation.

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

The Clerk raised an issue regarding the Access Key Cards to the building not being returned by Private Hirers. It was discussed that there should be a new system in place to include a refundable deposit scheme when the card is returned to the Parish Office. Mr Westbury proposed the deposit to be to the value of £15 cash. Seconded by Mr J Rodrigues.

The Clerk has been asked to update the Hirer information pack and the booking forms to reflect this. It was also proposed by Mr G Curran that we purchase 20 replacement cards at the cost of £50 + VAT. Seconded by Mr J Rodrigues.

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

None

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

To receive a confirmation of completion of the Licencing course for the Bar Manager and the Clerk.  
To consider quotations for replacement carpets in the foyer.

**9. To Agree Date and Time of Next Meeting as Monday 11<sup>th</sup> February 2019 at 7pm**

Carried.

The meeting closed at 7.25pm

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