

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held in Swanton Morley Village Hall on Monday 9th September 2019. The meeting commenced at 7.00pm.

Present: Mr R. Atterwill (Chairman), Mr G. Curran, Mr J Rodrigues, Mrs B O’Dowd, Mr I Cawdron, Mr D Turner and Mr S. Westbury.
Also in attendance was Mrs K. Pickard (Clerk) and one member of the Public.

Time Allocated to the Public

The member of the public referred to the revised hirer paperwork that they had received and informed the trustees that their committee would be meeting to discuss this on Thursday 12th September.

1. To Receive Apologies for Absence.

Mr Keen sent his apologies for absence, accepted by the trustees.

2. To Receive Declarations of Interest

None received.

3. Minutes of 12th August 2019 to be Agreed and Signed

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

4. Matters Arising from the Minutes of 12th August 2019 (for information only)

There were no issues raised.

5. Finance

a) To Receive a Financial Report and Consider Recommendations

Trustees had received a Finance Report with the meeting pack prior to the meeting.

The bottom-line figure for August was £7210.69

The Bar has banked £240.00 from August bar functions.

It was reported that there has been a considerable drop in income in August due to the summer holidays and a general lack of hirers. This seems to be consistent with other local businesses.

There are two invoices that total £154.30 outstanding from July. They should be credited to the bank by the time of the next meeting.

The Clerk reported that the forecast for September includes two weddings and an additional evening bar function, which will increase the regular Village Hall income considerably.

Regular hirers will also be back full time so the revenue for hire fees will return to normal.

The Administrator is going to be working on a new look website to raise the profile of the building and facilities on offer.

b) Accounts to Approve for Payment

The Clerk reported that two additional invoices have been received for payment from Mr Banham for the relocation of the downpipe that was blocked and from Frappel & Knight for the inspection of the heat pump in the loft. The following invoices were presented for payment.

Mr Westbury proposed that these invoices be paid seconded by Mrs O’Dowd and carried.

Payee	Description	Amount
TP Fire & Security	Fire Alarm Maintenance contract	£150.00
Screwfix	Sanding discs and paint	£20.88
English Security	Intruder alarm callout	£84.00
Bunzl	Cleaning supplies	£88.17

Jewson	Cabin Lock	£7.18
Jewson	Surface Filler	£5.26
Frappell & Knight	Heat pump	£48.00
AC Banham	Relocation of downpipe	£46.00
Viridor	Waste disposal	£133.44
	TOTAL	£582.93

d) Staff Payments Made (4th August – 2nd September)

The following payments were reported as being made under contract:

Type of Work	Total Payments Made
Cleaning & Caretaking	£702.00
TOTAL	£702.00

d) Income for the Village Hall to be reported.

Trustees had received an income report prior to the meeting.

e) To Receive an Update Report for a Councillor to be a Signatory for the Lloyds Village Hall accounts

Mrs O'Dowd has completed and signed the relevant paperwork. This has been countersigned by Mr Atterwill and the Clerk. The Clerk is to return this to Lloyds bank.

f) To Receive an Update on the New Booking Procedure.

The Clerk reported that all of the regular hirers have now received the new booking procedures and fees along with a new hirer agreement.

The Clerk has received positive feedback with regards to the agreement however there have been some hirers that have raised the issue of the increase being above their budget.

Mr Cawdron asked when the last increase was made which the Clerk confirmed was in 2017.

It was agreed that given the increase of running costs in the building that the new structure was fair.

g) To Agree the Renewal of the Village Hall Insurance

The Clerk reported that the renewal of the Village Hall Insurance is due on the 21st September and that the Village Hall is currently tied into a three year contract.

The Clerk confirmed that the renewal premium for the year is £1319.50.

The current monthly instalment is £128.81 per month, this will increase to £141.39.

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 Receive an Update Report on a Bike Shelter for the Village Hall

Mr Atterwill suggested that this item should be deferred until funding becomes available for the project.

The Clerk reported that contact has been made with Awards for All who provided the Parish Council with a grant to build the cabin. They provide grants for up to £10,000 for community projects.

The Administrator will be putting together a proposal to apply for grant funding for the shelter.

b) To Consider the Quotation from Mr Banham for the Down Pipe.

The Clerk reported that Mr Banham had provided a quotation for this of £300 however after a site visit, a suggestion was made to, instead move the down pipe into the drainage gully. This reduced the cost of the work to £46.00. The Clerk and Administrator agreed for the work to be carried out.

c) To Receive an Update Report on the Legionella Risk Assessment

The Clerk reported that the risk assessment report has now been received and that Councillor Cawdron had been approached to assist with the understanding of the work to be undertaken. Mr Cawdron then reported that he has completed his analysis and has sent the report to the office for consideration.

Mr Atterwill thanked Mr Cawdron for his time with this.

d) To Consider Replacing Single Use Plastic Cups with Reusable Ones.

It was agreed that this item will be deferred until October.

e) To Consider the Wear and Tear of the Current Tables and Chairs

The Clerk reported that the current equipment used by hirers is beginning to look worn. The Caretaker spent some time looking at all tables and chairs and confirmed that of the 30 large trestle tables, 10 are showing signs of wear and tear, and of the 200 chairs, 99 are showing signs of wear and tear. The Administrator will provide quotations for the repair or replacement at the October meeting.

f) To Consider the Quotation for a Replacement Access Card Reader

The Clerk reported that following the recent issues with the access card reader and the current model now being obsolete, a quotation was requested from English Security to replace the unit. The cost would be £188.60 plus VAT, and to supply 30x proximity cards the cost is £60.00 plus VAT. Extra packs of ten are £25.00 plus VAT.

It was agreed that the quotation will be kept on file but will not be immediately actioned as the issues seem to have alleviated.

7. To Receive any Correspondence Relating to the Village Hall

a) To Request Donations and Volunteers to Assist with the MacMillan Coffee Morning.

The Clerk reported that the coffee morning will be taking place on Friday 27th September at Swanton Morley Village Hall and the Administrator would like donations of cakes for the event. Mr Westbury, Mrs O'Dowd and Mr Rodrigues all agreed to donate some cakes for this. Mr Atterwill will also try to attend.

Meeting to be Suspended To Receive Questions from the Floor

None received

8. To Request Items for the Next Agenda

To receive an update on the Bike Shelter
To receive an update on the purchase of plastic cups
To consider wear and tear of the current tables and chairs.

9. To Agree Date and Time of Next Meeting as Monday 14th October 2019 at 7pm

Carried.

The meeting closed at 7.25pm

_____ (Chairman) _____ Date