

## **SWANTON MORLEY VILLAGE HALL TRUST**

A meeting of Swanton Morley Village Hall Trust was held on Monday 12<sup>th</sup> October 2020 via Microsoft Teams. The meeting commenced at 7.00pm.

**Present:** Mr R. Atterwill (Chairman), Mrs B O'Dowd, Mr D Turner, Mr S Westbury, Mr G Curran, Mr J Rodrigues and Mr J Keen

Also in attendance were Mrs K. Pickard (Clerk), Mrs M Heinrich (Administrator) and one member of the public.

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

Nothing to report

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

Apologies were received from Mr Cawdron, and Mr Rodrigues will be late. These were accepted by the Council

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

Mr Atterwill declared an interest in item 5c & 5d

### **3. Minutes of 14<sup>th</sup> September 2020 to be Agreed and Signed**

Mr Turner proposed that the minutes be accepted as a true and accurate record of the meeting seconded by Mrs O'Dowd and carried.

### **4. Matters Arising from the Minutes of 14<sup>th</sup> September 2020 (for information only)**

None were raised.

## **5. Finance**

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

The Clerk had sent Councillors a finance report, including the monthly payments against the budget and bank reconciliation prior to the meeting.

The Clerk reported that the bottom-line figure for September was £21,897.74.

This includes a figure of £682.08 that was received from Breckland District Council for the reopening grant.

Regular hirers have now started to return to the Village Hall and so there will be a small amount of income to receive at the end of October.

The Clerk confirmed that the new electricity contract has now been agreed with E-On.

The Clerk reported that there had been requests for three more refunds due to booking cancellations.

The running total of refunds that have been processed stands at £281.50.

The Clerk confirmed that following an application process with Lloyds Business banking team, the credit card application was successful. The Clerk is awaiting the contract to sign, and then they will issue the card in due course. This will have an agreed limit of £1000.

The Clerk will then provide detailed activity for the card to Councillors.

Mr Atterwill then proposed that Mrs O'Dowd is a second named person on the credit card account seconded by Mr Turner and carried

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

The Clerk reported that there were five further invoices for payment, Frappel & Knight for a boiler callout for £54.00, Mole Valley Farmer for caretaker supplies for £30, Screwfix for reopening equipment for £109.87, Jewsons for Evo-stick for £7.61 and John Lane Upholstery for the chair recovering for £720.18. This gave a total amount to approve to £2734.49.

*Mr Curran experienced technical difficulties and lost the connection to the meeting temporarily*

Mrs O'Dowd proposed that the invoices are paid, seconded by Mr Westbury and carried.

Payee	Description	Amount
Viridor	Waste contract direct debit	£120.81
Barclaycard	Card machine rates monthly direct debit	£42.00
TV Licence	Monthly direct debit	£13.20
Swalec	Electricity direct debit	£437.00
Ansvar Insurance	Village Hall insurance	£131.94
BT	Alarm Line	£75.83
Thain Wilbur	Village Hall Internal Audit	£330.00
J Aldous	Customer refund	£20.00
S Lawrence	Customer refund	£10.00
Screwfix	Covid-19 Consumables	£145.95
Bunzl	Consumables	£139.97
Breckland District Council	Gambling licence	£20.00
HMRC	Annual NI	£236.13
English Security	Intruder Alarm callout	£90.00
Frappel & Knight	Boiler callout	£54.00
Mole Valley Farmers	Caretaker	£30.00
Screwfix	Reopening consumables	£109.87
Jewson	Evo-Stick	£7.61
John Lane Upholstery	Chair recovering	£720.18
	<b>Total</b>	<b>£2734.49</b>

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

**c. Payments to approve for members with a pecuniary interest**

Payee	Description	Type	Amount
Wensum Valley Electrical Ltd	PAT Testing	BACS	£102.24
	<b>TOTAL</b>		<b>£102.24</b>

Mr Westbury proposed that the payment for £102.24 to Wensum Valley Electrical Ltd is paid seconded by Mr Turner and carried

**d. To receive a proposal to waive the standing orders for item c**

Mr Westbury proposed that the standing orders are waived in order for Mr Atterwill to second authorise the payment to Wensum Valley Electrical Ltd seconded by Mr Turner and carried

*Mr Curran re-joined the meeting*

*Mr Rodrigues joined the meeting*

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

**e. Staff Payments Made (4<sup>th</sup> September – 3<sup>rd</sup> October)**

Type of Work	Total Payments Made
Cleaning & Caretaking	£594.20
<b>TOTAL</b>	<b>£594.20</b>

**6. To Receive Report on the Maintenance of Swanton Morley Village Hall and Agree Actions Necessary for Improvements and Health and Safety Compliance**

**i. To receive an update for drainage works in the Village Hall carpark**

The Clerk reported that Mr Neave will be completing the work on a weekend to work around his other work commitments and will confirm a date as soon as possible.

**7. To Receive an Update on the reopening of the Village Hall**

The Clerk reported that the Village Hall reopened on Thursday 1st October.

The Village Hall office however remains closed due to the latest government announcement. The staff are still available on an appointment only basis, following the correct guidelines.

The Administrator and the Clerk spent some time in the Village Hall leading up to the reopening to make sure that all of the correct signage was up, a cleaning caddy was available, a covid-19 area was available and first aid measures were in place.

The Clerk then reported that the groups that have returned so far are Puppy training (Indoor), Pilates, Table Tennis, BAM fitness and Stix Baton twirlers.

The hirers seem very happy to be back and the staff are closely monitoring the situation.

Following half term, the Village Hall staff are expecting a further four hirers to return.

**8. To Receive any Correspondence relating to the Village Hall**

Nothing raised

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

One member of the public referred to the September meeting and the purchase of the legionella test kit and requested an update.

The Clerk reported that the legionella test had been carried out with no issues.

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

To monitor the reopening of the Village Hall and provide any updates

**9. To Agree Date and Time of Next Meeting as Monday 9<sup>th</sup> November 2020 at 7.00pm**

All agreed

Mr Turner then asked if there was any further update with the frequency of the Village Hall meeting.

Mr Atterwill reported that nothing further had been discussed however the finance & Governance working group could have a meeting to look at the standing orders and financial regulations to see if there is a certain amount of delegation to the Clerk and the administrator to run the hall. This could then potentially reduce the number of meetings to quarterly.

The meeting closed at 7.28pm

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