

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held in Swanton Morley Village Hall on Monday 11th March 2019. The meeting commenced at 7.00pm.

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

2. To Receive Declarations of Interest

Mr Atterwill declared a Pecuniary Interest in item 5c.

3. Minutes of 11th February 2019 to be Agreed and Signed

Mr Curran proposed that the minutes were a true and accurate record of the meeting. Seconded by Mr J Rodrigues and carried. The minutes were signed as a true and accurate record by Mr Atterwill.

4. Matters Arising from the Minutes of 11th February 2019 (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 28th February 2019 has decreased by £135.70 (£10,308.23 compared with £10,443.93 on 31st January 2019). This figure takes into account the costing of the replacement carpet tiles in the foyer.

As detailed in the finance report we have received payment for outstanding invoices all bar one. £96 has also been received from the hirer to reimburse the cost of the hire of the scaffolding equipment to replace the ceiling tile.

b) Accounts to Approve for Payment

The Clerk reported that three additional invoices were received ahead of the meeting. JD Catering equipment, Grassform and Mole Valley Fuels.

The following invoices had already been received for payment. Mr Westbury proposed that these payments be made. Seconded from Mr Marsham and carried.

Payee	Description	Amount
Stocksigns	Lock Sign (Little Swans)	£83.81
Morgan Fire Protection	Risk Assessment	£354.00
Wave	Water Bill	£149.02
Viridor	Waste Collection	£108.24
Viking	Office stationery	£123.05
TP Fire	Replacement Glass (Fire Alarm Cabin)	£18.00
English Security	Annual Fire Alarm Monitoring	£228.00

Toolstation	Door Closer (Hilton Room)	£59.98
JD Catering	Call out – Gas oven	£100.80
Grassform	UPins	£55.80
Mole Valley Fuels	Heating Oil	£1149.38
	TOTAL	£2430.08

Mr Atterwill left the room

Mr Westbury took the Chair and proposed the invoice be paid seconded by Mr Marsham and carried. The Clerk then requested the Councillors Waive the Standing order for signature of the cheque as Mr Atterwill and the Clerk were the only signatories present. Mr Rodrigues proposed the standing order be waived seconded by Mr Curran and carried.

c) Accounts to approve for payment (Members with Pecuniary interests).

Payee	Description	Amount
Wensum Valley Electrical Ltd	Attend to a Faulty light switch - extension	£30.00
		£30.00

Mr Atterwill re-entered the room

d) Staff Payments Made (5th February – 4th March)

The following payments were reported as being made under contract:

Type of Work	Total Payments Made
Cleaning & Caretaking	£630.00
Bar Staff	£36.40
TOTAL	£666.40

e) To agree enforcement action for an outstanding debt.

The Clerk reported that there was still an outstanding debt from 2018 for a last minute cancellation. This debt has been passed through the small claims court however the outstanding amount has still not been recovered. Councillors were electronically sent a document with a number of options for the next course of action.

Warrant of Control, Attachment of earnings order, Third party debt order and a Charging order.

Mr Rodrigues proposed the Clerk should proceed with a Warrant of Control seconded by Mr Westbury and carried.

f) To agree appointment of an Internal Auditor

The Clerk advised that there has been the receipt of two separate quotations for the Internal Audit.

Thain Wilbur who carried it out in 2018 has quoted £320 + VAT.

Di Dann from Norfolk Parish Training and Support is also an internal auditor and quoted £248.

Mr Atterwill proposed we accept Di Dann's quotation of £248 seconded by Mr Rodrigues and carried.

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

There are no further works to be actioned.

7. To Receive any Correspondence Relating to the Village Hall

a) To agree new wording in the booking forms and hirers agreement to reflect the deposit scheme for the access key cards.

The Clerk read out the lines intended for publication. Mr Keen proposed this be accepted seconded by Mr Rodrigues and carried. It was also suggested that availability of the credit card machine in the office would be made another option. The Clerk is to update all correspondence.

The Clerk then reported following the Town and Parish Forum with the Chairman that the Village Hall would benefit from a Food Hygiene certificate. The clerk was advised at the forum that there is one for the Village Hall however many improvements have been made in order to request a current site visit. The Clerk is to coordinate this.

Meeting to be Suspended To Receive Questions from the Floor

None received

8. To Request Items for the Next Agenda

To receive an update from the food hygiene certificate.

9. To Agree Date and Time of Next Meeting as Monday 8th April 2019 at 7pm

Carried.

The meeting closed at 7.20pm

_____ (Chairman) _____ Date