

SWANTON MORLEY VILLAGE HALL TRUST

A meeting of Swanton Morley Village Hall Trust was held on Monday 14th September 2020 via Microsoft Teams. The meeting commenced at 7.00pm.

Present: Mr R. Atterwill (Chairman), Mrs B O'Dowd, Mr I Cawdron, Mr D Turner, Mr S Westbury
Also in attendance were Mrs K. Pickard (Clerk), Mrs M Heinrich (Administrator) and two members of the public.

Time Allocated to the Public

Nothing to report

1. To Receive Apologies for Absence

Apologies were received from Mr Rodrigues, Mr Keen and Mr Curran. These were accepted by the Council

2. To Receive Declarations of Interest

Mr Atterwill declared an interest in item 7

3. Minutes of 10th August 2020 to be Agreed and Signed

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

4. Matters Arising from the Minutes of 10th August 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 August was £24,635.60. This reflects a considerable sum remaining from the COVID-19 Small Business grant.

The Clerk reported that the income for August was £10.83. This figure was significantly low due to the summer closure of Little Swans.

The recorded shortfall for August due to the closure was reported as £2154.85.

The Clerk also reported that the electricity contract is now due for renewal and that the Administrator has received a number of quotations from different energy suppliers, however these were only received on the afternoon of the meeting.

The Clerk has requested that Councillors delegate the responsibility to herself and the Administrator to source the most cost-effective package from the quotes received. This information will then be circulated to Councillors ahead of the agreement.

The administrator has also requested information on green energy so this will be taken into account when the quotes are considered.

Mrs O'Dowd proposed that Councillors allow the Clerk and Administrator to achieve the best quote seconded by Mr Westbury and carried.

b. Accounts to Approve for Payment

The Clerk reported that there were two further invoices for payment, both were from Screwfix for materials for the Caretaker, these totalled £115.63 bringing the total amount to approve to £3638.68.

The Clerk did report that three of the invoices listed have already been approved and paid for. These were for the safety equipment for the reopening of the Village Hall.

Mrs O'Dowd proposed that these invoices be paid, seconded by Mr Turner and carried.

Payee	Description	Amount
Viridor	Waste contract direct debit	£94.60
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
Lorna Vyse	Refund of deposit due to cancellation	£40.00
Sophie Barnett	Refund of deposit due to cancellation	£50.00
Screwfix	Paper roll	£36.08
Bunzl	Consumables	£92.76
AC Banham	Slabs in front of the container	£248.00
Slic Sheet	Hand sanitiser dispensers (pre-approved)	£288.00
PPE Supplies Direct	Face shields (pre-approved)	£36.65
XL Displays	Safety equipment post Covid reopening (pre-approved)	£1039.50
PPL/PRS	Licence	£973.32
Screwfix	Caretaker materials	£115.63
	Total	£3638.68

c. Staff Payments Made (4th August – 3rd September)

Type of Work	Total Payments Made
Cleaning & Caretaking	£539.40
TOTAL	£539.40

d. To agree the purchase of a Legionella test kit

The Administrator reported that following the Legionella risk assessment one of the recommendations was to independently run tests due to the risk assessment being carried out bi-annually. The taps in the Village Hall have been run throughout the closure however if Councillors are mindful to reopen in October, then this is good practice.

Mr Cawdron suggested that maybe this is something that can be deferred to a later date.

Mr Turner responded that he feels it does need to be carried out as a matter of course before allowing anyone to enter the Village Hall, Mr Atterwill agreed that he feels is something that would be best to carry out as Councillors will be discussing the reopening of the Village Hall later in the meeting.

Mr Westbury suggested that the Administrator contacts the supplier to see what the shelf life is for the kit.

Mr Turner proposed that the legionella kit is purchased in principle subject to the decision of the reopening of the Village Hall seconded by Steve Westbury and carried.

e. To Agree the purchase of a replacement vandal resistant outside fan louvre

Following the August Village Hall Trust meeting, Councillors agreed that Mr Atterwill could obtain a quotation for a replacement outside fan louvre, the Clerk circulated this quotation ahead of the meeting for consideration.

The total cost is £142.88.

Mrs O'Dowd proposed that this quotation is accepted seconded by Councillor Turner and carried.

f. To agree the 2020/2021 field rental for the football clubs following the Covid-19 closure

The Clerk had sent a report to Councillors ahead of the meeting for consideration.

The field rental invoices are due to be sent to both football clubs at the start of October.

Swanton Morley FC are invoiced annually for the field rent which they paid in full in October 2019. With the Covid-19 pandemic they did not get full use of the facilities. The Clerk requested the agreement from Councillors that the 2020/2021 invoice is reduced to reflect this.

Cockers FC are billed every 6 months. They also lost 4 months of training.

The Clerk requested the agreement from Councillors that the April invoice is reduced to reflect this, and the October invoice will remain the same as training has resumed.

Mrs O'Dowd proposed that the field rental invoices are reduced to reflect the loss of training through Covid-19, seconded by Mr Turner and carried.

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 a quotation for drainage works in the Village Hall carpark

As agreed at the August meeting, the Clerk has received a further quotation from Mr Neave for the drainage work to be carried out in the Village Hall car park.

The quote is £620.00.

Unfortunately, the Clerk did not receive the third quotation in time for the meeting, however upon some research it is thought that the work required would be slightly higher and to include VAT.

The original quotation from Mr Banham was approximately £1000.

Mr Cawdron proposed that the quotation from Mr Neave for £620 is accepted seconded by Mr Turner and carried.

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

7. To consider the quotation for the PAT testing renewal by Wensum Valley Electrical

The Administrator has contacted Wensum Valley Electrical to carry out the renewal of the PAT testing in the Village Hall. Wensum Valley Electrical Ltd have carried this out for a number of years.

The quotation for 2020/2021 has not increased and is £109.44. This work can be completed before the possible reopening of the Village Hall.

Mrs O'Dowd asked if any further quotations had been requested. The Administrator confirmed that there hadn't due to historically WVE Ltd have undertaken the work.

Mr Turner suggested that the administrator should obtain a further two quotations to follow protocol.

Mr Westbury proposed that the administrator is to source two further quotations and if WVE is the most cost effective and time effective then the Council will go ahead seconded by Mr Cawdron and carried.

Mr Atterwill re-entered the room and resumed the chair

8. To Consider the Covid-19 Risk Assessment to reopen the Village Hall

The Clerk had circulated this document ahead of the meeting for consideration.

Mrs O'Dowd referred to the earlier conversation regarding the Legionella test and would like to add this onto item 8 of the proposal to reopen the Village Hall.

Mrs O'Dowd also referred to the rule of 6 and the potential that this will determine the groups that may be able to return to the Village Hall.

The Administrator confirmed that all of the groups that have shown an interest in returning have been given permission by their own governing bodies following the latest announcement

Mr Cawdron proposed that the risk assessment is adopted seconded by Mr Atterwill and carried.

9. To consider the proposal to reopen the Village Hall

Mr Atterwill extended his thanks to Mrs O'Dowd, the Administrator and the Clerk for putting all of the documents together.

The Administrator had sent the proposal to Councillors ahead of the meeting for consideration, and now following the latest announcement this was to be considered for regular hirers only.

The proposal included a list of conditions for the hirers and the request for a full risk assessment from the individual groups.

Mr Cawdron proposed that the Village Hall reopens as of 1st October for regular hirers only, seconded by Mr Turner and carried.

The Clerk then requested the agreement from Councillors that the outdoor cycling event is permitted to go ahead as this is a regular annual booking.

Councillors received the comprehensive risk assessment in August for consideration.

This event has been confirmed by the British Cycling Association to be able to go ahead following strict guidelines of groups no more than six which the event organiser has included.

Mr Westbury proposed that the event can still go ahead seconded by Mrs O'Dowd and carried.

10. To consider Swanton Morley FC to have an additional container on site

Mr Atterwill reported that he had spoken to the Coach of Swanton Morley FC with regards to the additional container on site that was intended to replace an existing one.

Swanton Morley FC have now requested that due to the increase of players and equipment, that they keep both containers on site.

Mr Atterwill carried out a site inspection and has made a suggestion that the existing bins and smaller container can be repositioned to the back of the site, and the new container will be moved in line with the existing ones.

Mr Atterwill also reported the issue with the Village Hall being a wedding venue that the containers will need to be repainted. The Caretaker will repaint the Village Hall's existing containers to match, so that the whole area will be neater. The football clubs are to paint their containers to match

Mr Atterwill asked if this met with Councillors approval.

All agreed

11. To Receive any Correspondence relating to the Village Hall

Nothing raised

Meeting to be Suspended To Receive Questions from the Floor

Nothing to report.

12. To Request Items for the Next Agenda

To receive an update on any changes to government guidelines for the Village Hall reopening.

12. To Agree Date and Time of Next Meeting as Monday 12th October 2020 at 7.00pm

All agreed

The meeting closed at 7.42pm

_____ (Chairman) _____ Date