

SNETTISHAM MEMORIAL VILLAGE HALL & PLAYING FIELD

Charity No. 304065

MINUTES OF THE MEETING HELD ON MONDAY 5th FEBRUARY 2024

Present: Peter Bradshaw (PB); Arthur Clarkson (SC); Jan Sexton (JS); Jackie Walker (JW); Paul Herbert (PH); Rebecca Chilvers (RC); Ross Hunter (RH)

Visitors – Edward Stanton (ES); Jonathon

1. PB welcomed all to the meeting. Apologies for absence – Linda Standeven; Val Douglas;
2. Edward & Jonathon – Pavilion Update – PB welcomed Edward Stanton and Jonathon to our meeting to update the Trustees on the Pavilion Project. ES as chairman of the sub committee gave a presentation on the progress of the fund raising and planned events. Total raised/pledged to date is £220,000. He advised there is information on the Snettisham Memorial Hall website including the plans for the upgrade. He spoke of the terms of use as directed by Sir Stephen Lychett Green when he donated the field and pavilion for use by all villagers and also what the new building will provide in regarding its future use for village groups – including meetings. Upcoming Fund-raising events - Friday March 8th will be the date for a Snettisham Memorial Hall supper – to be held at Kings Lynn Town Hall hosted by our patron Lady Dannatt and the Mayor of KL – a champagne reception followed by a three course meal ending with music from the Shantymen– tickets cost £50 a head and can accommodate 150 guests.
28th July will be date for another Barn Dance at Park Farm to take same format as 2023 event with same band The Whirlygigs but will have larger marquee to hopefully allow us to sell more tickets.
The VAT situation is still being investigated by ES and PB with an accountant who is currently assisting free of charge.
The MHT have agreed to run car boots on Bank Holidays with help from the Cricket Club.
ES hopes the work will be completed by the 75th Anniversary of the original building.

He was aware Trustees had enquired if the sub group had a Plan B should the target not be met – ES – he felt this was plan b as prior to his involvement the Trustees had other plans and he stressed therefore there is no plan c – the plans etc which have cost money to prepare and get passed need to be upheld.

Jonathon – assisting Stuart Dark (SD) with fund raising with SD concentrating on the larger and Jonathon on smaller grants aiming to work towards target with smaller grants and donations which helps with obtaining larger grants as we get closer to the target. Focus areas as many feel the building is for the benefit of the Cricket Club – he outlined the history of the original building being built by the men of the village in honour of the fifteen soldiers who didn't return from war and is still recorded as a working memorial one of a few in the country. He feels the new building will benefit the older demographic as 41% of villagers are over 65 - acting as a community hub and promote inter generation mixing – we have young members playing cricket with the mums participating in yoga at end of field and would be good to encourage grandparents to participate too. Today there is a big difference to when the Pavilion was built in the 50s and we are now aware of the need for diversity- mixed gender sport is becoming more common and we need to accommodate this and in its current condition the building cannot. Re the fundraising – he had recently sent out letters to a number of trusts asking for donations to reach £50,000 and have started some smaller applications and again have a combined amount of £50,000.

PB thanked both for attending and asked if there were any questions- PH queried if we should start work in Jan/Feb to secure pledged monies from Borough Council - PB advised this was covered by the surveys and other small works and the first bill is pending.

RH queried the position of the grants – when do they time out – Jonathan advised the main one to do this was the BC and as PB advised work has started. PB advised the PC did have a time limit being two years from the date they pledged being Summer 2023 – all others are unconditional.

RH – re the date of 2025 – is there a plan in place to start the work whilst getting the rest of the money raised – he feels the Trustees and villagers need to see some action; also is the target realistic and have cost's gone up. ES advised they are about to go out to tender – a

committee member has costed the works and they are looking for three quotes.

VAT implications - PB and ES are meeting with accountant on 15th Feb and invited RH to attend if available.

RH asked if there was any updates on obtaining larger grants – Jonathon advised he was catching up with SD during the week but recent concentration was focused on the March event. He advised once smaller grants are secured it gave them scope to go out to such bodies as Sport England.

PB confirmed letters were going out the following day to local businesses for support.

RH returned to his concerns for an alternative plan should the full amount not be raised – ES and PB stressed the money raised to date is for the plans as they stand now so monies pledged cannot be assumed to be used for new plans we would be back to square one.

PB thanked ES and Jonathon for attending and suggested these updates every three months – ES and Jonathon will be attending our AGM – they then left the meeting.

3. Chairman's Report – my thanks to our officers for their work during this period. My thanks to our fund-raising ladies and to all who have assisted with bars, parties, bingo, posters and other events.

We have started to action all electrical works in January which has seen new emergency light units fitted and also repairs to lights in several of the toilets and work has started on PAT testing all useable electrical equipment.

Anglian Water has looked at our pipe problem at the front of the Hall and all repairs are now complete.

We have managed to source two new taps at an excellent price of £20 the pair for the gent's toilet to replace faulty ones- these just need fitting now.

Pavilion works prior to coming season start on main agenda.

The junior football side have passed on their thanks to us for use of the field- this was very much appreciated by them.

West Norfolk Glass have carried out some repairs to our main front doors to the Hall with a new key bolt still to be fitted.

We have had a problem with the disabled toilet door on the Pavilion- I have been able to repair this so now all working correctly.

Lawn Boy have collected the machinery to be serviced prior to the start of the season.

The curtain installers have been out to look at the curtains and will be reporting back to Rebecca on what can be done.

Finally, my thanks to anybody I may have missed.

4. Minutes of January 2024 agreed and signed.
5. Matters arising from the Minutes – None
6. Treasurers Report – RH had prior to the meeting sent up to date accounts to all – projected on screen he now run through the monthly income/expenditure. All bills as expected other than architects for the design and some expenditure by LS for bar items, etc. The balance in bank has been steadily decreasing each month but we have had some large expenses such as the curtains - we may need to decide at what point we need to cut back and look to raising funds before more large outlays.

Summer boot fairs will hopefully be lucrative although the Bank Holiday dates will be run for the Pavilion Project.

RH is looking to do a revenue schedule – looking at the charges and at hirers not adhering to the terms of hire – hoping to have a draft ready for the March meeting.

He reported the bank transfer system is working so we can move away from writing cheques – debit cards are still work in progress.

From start of April looking towards an invoicing system being in place.

Card payment system is causing problems as it needs to be linked to an individual's phone – PH advised at Cricket Club they have a dedicated phone all can use just for Sum-up or alternatively buy a more sophisticated machine costing approximately £400.

PB – asked RH how he planned to present accounts at the AGM – normally we print financial statements of our performance – RH will organise.

7. Pavilion Survey Update – no report back to date – PB met previous week with a man who did an asbestos survey of the building – he was very thorough but also made quite a mess cutting off architrave and holes in floor which means there is some work needed before the season kicks off. He will advise all when he receives the report and this bill will start the requirement to meet terms of the Borough Council grant.

8. Outstanding Works Update – PB pleased to report the Hall interior works have now completed 15 of the jobs – re the outside this is all still outstanding. He expressed concerns regarding the loss of his helper during the summer months cutting the field, etc as it is too much work for one person. RC was happy to volunteer for strimming – PH would help when he was able. RH suggested we ask for volunteers not necessarily on the Committee but we have advertised and no take up. PH requested code for gate as the dyke area needs attention as at risk of overflowing again – PB will send details. Fire Escape Works – PB reported these are now done - he had previously sent to all Trustees a picture of the completed including the new gate onto the flat roof.
9. Cricket Club Agreement Review – PB had drawn up a draft agreement between MHT and the Club ready for the start of season – JS had a couple of additional clauses and PB asked all for any input. This will only cover the usage up to the new building. PB has received a request from the CC for use of field for the season April to September Carte Blanche – he has advised them we are working on this agreement so we can clearly see once they have their fixtures list where we stand and book other users in accordingly – RC was concerned we cannot allow a monopoly for the use of the field. PH said they do let us know as soon as they know but PB emphasised because that is their request doesn't guarantee they can all be met – RC commented that there are already bookings in place and asked if they clashed with a fixture would the CC expect the user to pay their costs – PH responded that they pay a rent – PB advised this is one of the points we need to address and include in the Agreement. RH queried if the cost included the fact there were now more teams – ladies and juniors – using the field so had the rents been increased to reflect this – PB advised the last increase was two years previously. The CC have been advised of two Saturdays when the field is needed for village events.
Re the agreement – PB requested any comments – RH advised he would take it away to consider – JS to email two further clauses re termination and enforceability to all. PB requested PH not to show the current draft to CC secretary as it will now be amended but in principle all agreed it was a good document to start from.

10. New Indoors Bowls Club / Gift of Equipment – new group setting up and getting all equipment which they are then proposing to donate to the MHT- all happy for this to go ahead.
11. New Process Checks re Air Con / Heating – PB updated the group he had been advised by Klimatech that as a village hall we need a certificate for the heating and air con which entails an inspection every five years – we are overdue and need to get it booked. However, this will cost approximately £800. RH will investigate.
12. Flying Geese Donation - have kindly given us a donation – JS to write to thank them.
13. AGM Review – 12th March – PB wanted to thank everybody for their contributions over the past year. He stressed we should actively participate in the meeting as trustees historically sit quietly.
14. AOB – **RC** – Needle and Thread emailed re the curtain track with a quote £584 – it was agreed we should put this on hold until absolutely necessary.
RC – requested the purchase of 10 new storage boxes at maximum cost of £100 so we can organise the store cupboard – JS proposed, AC seconded and all approved purchase.
RC – requested Fire Alarm training for all as recently at events in the Hall the alarm has sounded and LS is the only person with knowledge on how to disarm the box. PB to include in March meeting.
RC – we need more help especially at our fundraising events – Bingo is especially short of helpers – AC offered to do refreshments.
PH – CC had enquired if they were able to use field in the week for junior games – PB advised this would be ok but we do need fixture dates as soon as possible.
RH – enquired when wall is being repaired – he was of opinion we should action the repairs and then invoice Mr Schumann – PB advised as he owned responsibility when the damage occurred and also it is way of village life we must go with this – in future we may need to look at a different approach but we have a start date of 1st March so we must go with this.

Meeting closed at 9pm

Signed Dated

Date of next meeting 4th March 2024 @ 7.30pm