

Swardeston Village Hall Trustees
Swardeston Village Hall, The Common, Swardeston, NR14 8DL
7.00pm on Tuesday 22nd April 2026

1. Present: Stuart Bartram, Sylvia Kavanagh, Carol Thomas, Richard Kavanagh, Peter Thomas, Tarne Cogman, Emily Causer, Graham Jermy, Rachel Sillett, Susie Dudley, Kevin Bensley, Eve Bensley

Absent: Lynn Hewitt

Vacancy:

Eve Bensley is nominated in by Sylvia Kavanagh and seconded by Tarne Cogman.
Eve has been appointed the role of Compliance officer.

2. Approval of minutes from Last meeting

Minutes approved.

**3. Chairman's Report
appendix A**

4. Treasurer's Report

5a) Village Hall Figures - **appendix B**

Figures show that business as usual shows breaking even.

Receipts for some works that have been completed, that is due to have some of the outgoing recuperate from other funding.

Funding available for further works that have meant we have had to release some funds to secure the works.

5b) Social club figures are now being visible as we are shared facilities- **appendix C**

5c) New Barclays Bank Account

- has been completed, at last. Big well done from trustees to GJ.

GJ discussed how we had finally located the Trustee Deed from 29th January 1934, trustees all viewed.

5. Fabric Officer's Report:

Plenty going on since last meeting

Replacement window cable

Paint entrance porch ceiling

Replace store cupboard lock in hall

Fit hook and eye on fire exit door

Pat testing

Repair floor in main hall / wooden frame reboarded and relay top flooring

Electrical work

Replace burnt out sockets and add sockets in bar

Social club:

Disconnect old heaters / sockets / bulkhead lights
Replace with new on above
Renew Electrical cupboard
Have a 5 year ELECTRIC test of site
Electric usage / report written
Remedial Work completed c2/ c3

Health and Safety:

Signs put up
Replace lock in cleaning cupboard
Key safe fitted x 2

Up coming work

New windows and door fitted playground side week commencing 4th of May thanks to parish council
Work on going on health and safety

Probation team/ working Sunday on tasks:

Painting store cupboard
Wood on wall to protect against chairs
Painting hall
Cleaning building
Re pointing paving slabs

KB to look into legionnaires testing and making safe showers.

SB agreed to cricket club supporting deadlead removal as is unsafe re legionnaires.

KB to water test and purchase legionnaire kit for £400.

Shaun (window installer) is visiting 5th may

6. Compliance Officers Report

*Compliance report from March discussed- **appendix D***

Lots of compliance work has been done.

SB to look into feminine hygiene bins, getting 2 more for the VH toilets as currently only in social club.

Fire safety policy to be updated, latest version was 2012.

TC to complete the CAD drawing for Eve for Fire Safety

Next meeting we will complete a practice fire drill, using trustees to be dotted about building and time exit routes.

EB noted we needed the fire log book, so we can check the testing and the 6 monthly service. ACE fire (01603 787333) SK to contact to request book.

7. Manager's Report

Thank you again, as always for support from everybody.

SK KB raised concerns over chiller room, as after electrician visited it appears that its costing £15 per day, PT said the chiller has been replaced at cost so should now bring the costs down.

Electric is £343 per month, PT suggesting that social club contributes to this as 3.5kw is being used by chiller during summer months. Suggestion is that chiller is turned off October- March and we only serve bottles during winter months to save on costs. PT suggests paying 50% of the electric bill April-Sept, then turn off chiller Oct-March and should save costs.

SB supported PT and said he would look into chiller costs with PT

PT to contact brewery to see if we have old bar equipment from shutting down pubs and bars at a low cost for refurb.

SB to look into welcoming environment grant to support with bar refurb.

8. Any Comments from Clubs or Societies

8a) Soul Yoga had no comments or feedback

8b) Cricket has had first game of the season, a win, which was a good start to the season. Youth practice sessions has started at Hilltops, All Stars starts in May, an Dynamo in June. Cricket club has worked with the VH agreement, resulting in an agreement with Felicity as the land owner.

Orsted agreed grant for the replacement of the artificial grass strip, current one is 35 years old.

New roller being delivered, current one is 25+ years old and been rebuilt and repaired alot. Cricket club has invested in mobile batting nets at Hilltops.

New upgrade to the live streaming cameras to cable-less, currently being put up and down for matches.

SB thanked KB for the electrical work in the scoring shed.

9. Fundraising & Refurbishment Update Report

TC requested that trustees complete the summer socials poll in whatsapp group, so that we can see where volunteers are needed.

A frame board to go out at the cricket club days when the bar is open so that locals are aware they can use the bar, and to advertise the summer social dates.

10. Any Other Business

Online booking form on website was discussed.

Website needs an update to be able to advertise Hall hire

Need to advertise within the parishes? Local newsletter?

Facebook? create posts on advertising?

New VH sign for the side of the building. RK will sponsor the sign for trustees. design details for sign to follow.

11. Date of next Meeting

Tuesday 14th July at 6.30pm

Appendix A

Chairman's Report – Swardeston Village Hall

April 2025 – April 2026

It has been a positive and productive year for Swardeston Village Hall, with a strong focus on improving the building, ensuring compliance, and continuing to support our local community.

A significant amount of work has been carried out over the past year to bring the hall up to date. This has included strengthening and repairing the floor structure, insulating the roof, and installing new double-glazed windows and a new front entrance door, with further window replacements planned in the near future. These improvements not only enhance the appearance of the hall but also contribute to its long-term sustainability and usability.

Alongside this, considerable effort has gone into ensuring that the hall meets current health and safety requirements. The work undertaken to review, update, and maintain compliance has been an important step forward and provides reassurance that the hall is operating to the standards expected.

We have also benefited greatly from the efforts of the Community Payback team, who have carried out extensive painting and decorating throughout the building. Their hard work—often in less-than-ideal weather conditions—has made a noticeable difference, and we are very grateful to both the

team and their organisers for their commitment.

In addition, we were pleased to receive a number of items of furniture from a local resident's place of work, which have enhanced the hall's facilities. A small donation was made in recognition of this, and the furniture is already in regular use and much appreciated.

We have also taken steps to ensure that the building works carried out did not negatively impact our resident house martins. Adjustments to the cladding have been made to support their nesting, and we hope they will continue to return and remain part of the hall's environment for years to come.

A very special note of thanks must go to Kevin Bensley, trustee, for his outstanding contribution over the past year. Kevin has truly been our go-to person for all aspects of maintenance, taking a hands-on role in everything from fitting door locks and carrying out practical jobs around the hall, to sourcing and coordinating the appropriate professional contractors to undertake more specialist work. His commitment, reliability, and willingness to get involved have been invaluable in helping us achieve so much this year. We would also like to extend our sincere thanks to Eve Bensley for her invaluable support, knowledge, and commitment. Her expertise in compliance and health and safety has played a key role in guiding the committee through important updates and ensuring that the hall meets current legislative requirements.

More broadly, this has very much been a team effort. I would like to thank all of the trustees for their continued support, time, and dedication to the running of the hall. Their collective effort is what enables the hall to continue to develop and serve the community.

We are also extremely grateful to the Parish Council for their financial support over the past year. Their generous contributions have made a real difference and have helped to make many of these improvements possible.

Looking ahead, we plan to continue building on this progress. One of our key aims is to update and modernise the Village Hall website, with a view to introducing an online booking system to make access to the hall easier and more efficient for users.

We are also keen to continue strengthening the community aspect of the hall. We hope to hold more summer social events in the coming months and, with sufficient support and volunteers, to once again run our traditional Halloween event, which has always been a highlight of the village calendar.

Finally, we would encourage everyone to join us at the upcoming coffee morning on Saturday 25th April. It will be a great opportunity to come together, celebrate the progress that has been made, and continue to build the sense of community that makes the Village Hall such an important part of village life.

Thank you to everyone who has contributed to the continued success of Swardeston Village Hall over the past year.

Appendix B

**SWARDESTON VILLAGE HALL TRUSTEES -YEAR TO 31st
DECEMBER 2026
RECEIPTS & PAYMENTS ACCOUNT - cash basis**

	Jan	Feb	Mar	Apr	Year to 31 Dec 26
<i>Year to date - 21 Apr 26</i>					
Bank balance b/ fwd					13,417
Business as usual					
Receipts					2,484
Payments					<u>2,678</u>
Net					<u>-194</u>
Refurbishment costs					
Receipts					749
Payments					<u>4,658</u>
Net					<u>-3,909</u>
Total receipts					3,233
Total payments					7,336
Bank bal c / fwd					9,314

Note - this includes all amounts paid to Johnson Electrical - contributions to be received from both Social Club and Cricket Club

Appendix C

Swardeston Social Club

Accounts for the year to 31st Dec 25

	£	£	£
Income			
Bar sales	15,663		
Subs	390		
Bottle bank	300		
	<u>16,353</u>		
Expenditure		Paid to Village Hall	Shared with Village Hall
Bar purchases	8,884		
Bar licence	70		
TV licence	170		170
Anglian Water	1,679		1,679
Insurance	1,999	999	
Alarm	405		405
Fire <u>exiringuishers</u>	114		114
Drains	48		48
Electrical	244		244
Plumbing	518		518
Refrigeration	444		444
Loft insulation	1,458	1,458	
	<u>16,034</u>	<u>2,457</u>	<u>3,622</u>
Surplus	<u>319</u>		

The Village Hall Trustees and the Social Club are separate entities created for different purposes but sharing facilities

For the year to 31st December 2025 the Social Club contributed £2,457 directly to VHT, and paid expenses shared with running the Hall totalling £3,622

Appendix D

Swardeston Village Hall Health & Safety check 13th March 2026

Cleaning cupboard

- New door lock required – no key **Completed and key safe 30/03/2026**
- COSHH sign on door required – **Fitted 30/03/2026**
- Items need to be tidied – **completed 08/04/2026**
- Rack required to store brooms & mops off floor – **Ladders now on wall 08/04/2026**

Social club toilets

- Need cleaning
- Caution water hot signage – **Completed 30/03/2026**
- Fire Action sign – **Completed 30/03/2026**
- First Aid sign = **Completed 30/03/2026**

Social club end

- Fire exit near dart board locked – no key – **trip hazard Hockey/furniture**
- Bulkhead emergency light not working – **Completed 23/03/2026**
- Fire exit to park – locked – no key - **must be kept unlocked**
- Bulkhead emergency light not working - **completed 23/03/2026**
- Distribution board cupboard – not locked – no key - no signage – **Completed 30/03/2026**

Kitchen

- COSHH sign – for cleaning chemicals – **signs in kitchen awaiting location**
- First aid sign - & location – **Kitchen has own First aid box checked plasters OOD**
- No fire Action Sign – **sign in kitchen awaiting location**

Main Hall

- Far door – too narrow to be a fire exit – remove electric bulkhead sign – **completed 24/03/2026**
- Door will require an Exit sign – **to be purchased**

Bar area

- Hand wash sink is filthy
 - Chemicals not in a locked cupboard – **COSHH sign placed near hand sink (no cupboard)**
 - No Fire Action signage - **completed 30/03/2026**
 - No Fire Exit signage – **completed 30/03/2026**
 - No First Aid box or location – **completed 30/03/2026**
 - Machine with bowl under collection blue liquid on floor? - trip hazard
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➤ ALL MAINTENANCE TO BE CARRIED OUT BY LEASEHOLDER

All Areas

- No Fire Assembly Point – CAR PARK – Completed 03/04/2026
- No Fire Exit Plan of building – CAD being drawn up
- No First Aid Box – or records of checks – Checked 13/03/2026
- No Defibrillator test records
- No Accident book -
- No Fire Alarm procedures or records – Coat hooks above fire extinguisher – moved 21/04/2026
- No Fire Alarm key or call point key/s – NEED to be put into key safe
- Fire Alarm Call points not numbered – locations - (will be on CAD) Now numbered
- Fire extinguishers – not numbered – completed 08/04/2026
- No fire extinguisher check records – form designed
- No evidence of fire drill records – planned for next meeting July 2026
- No evidence of Fire Alarm testing records – form designed
- No Maintenance records - TBC
- No Risk Assessments - TBC
- PAT testing records – completed 24/02/2026
- No Electrical testing 5-year records – Completed 23/03/2026 – 15/04/2026 for remedials
- No sign or Asbestos location/records - located in record box (storage cupboard lobby)
- No COSHH records or Data sheets TBC
- No Access to changing rooms – possible key safe required – Key safe now located in main hall lobby
- Main toilets require ALL signage – completed 30/03/2026
- FEMININE HYGIENE WASTE? – 2 bins paid by CCB (2 more required) SB
- No disabled toilet
- No evidence of electric heating service records - TBC
- No CCTV signage – cricket- licensing?
- Main entrance door to village hall near toilets – Door requires a hook to prevent the door from swinging – eliminate risk/hazard - Supplied awaiting fixture

Other

- Water Meter locations - TBC
- Electric meter locations – VH distribution cupboard – Yoga?

- Car Park responsibility – Felicity landowner
- List of Key holders – Reviewed & updated
- Contingency Plan?
- GDPR – Compliant?
- Building insurance records/certificates/location
- Public Liability insurance – Due July 2026
- FENSA certificates? - TBC
- Cladding certificate – TBC
- Loft insulation record -
- Flat roof records – located in village hall record box
- Itinerary list of ALL items
- Are ALL items purchased – dated for guarantee/replacement/lifecycle
- Contractor list & check list for all works undertaken by a competent person before payment issued
- TV license?
- Play area equipment responsibility – Parish Council (contact)

- No key for internal door access – needs to be put in key safe

Umpire Room

- Fire call point – no fire action sign – To be put up
- Wood from recent floor renovations stored here? -tidied 08/04/2026
- Needs to be tidied and organised – 08/04/2026

Changing room

- No Fire Exit signs – completed 30/03/2026
- No Fire Action signs – completed 30/03/2026
- No First Aid location sign – Purchased to put up
- Dead leg in shower area – Legionella – Brian to remove
- No Legionella Risk Assessment -
- No water flushing/temperature records – form designed
- No Caution Hot Water signs – completed 30/03/2026
- No Stop Cock sign arriving by Completed 03/04/2026
- No key to access changing room – keys to be put in new key safe

Cellar area

- Needs Mind The Step sign – TO BE PURCHASED
- Door Blocked with furniture – cannot get in from outside in (removed)
- CO2 – No signage – completed 30/03/2026
- No fire Action sign – completed 30/03/2026
- No Fire exit signage – completed 30/03/2026
- No CO2 audible alarm visible – Risk Assessment required
- Fire Call Point – Obstructed – furniture moved from exit

External areas

- Pathways – NOT CHECKED
- Roof – NOT CHECKED
- Walls – NOT CHECKED
- Windows/doors - NOT CHECKED

Yoga building

- No Fire Action signs
- No First Aid Signs/location
- Fire Extinguishers REQUIRED – No signage (one small fire extinguisher in kitchen)
- PAT testing booked – April 2026
- No Fire Assembly point – agreed car park – Completed 03/04/2026
- External water tank decommissioned – used for bowling green – leaking water – Cost?
- Stop cock location? -