

SWANTON MORLEY VILLAGE HALL

Charity Registration No 1015751

Manns Lane

Swanton Morley

Dereham, Norfolk

NR20 4NP

Tel: 01362 637166

Email: parishcouncil@swantonmorley.org.uk

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Dear Sir/ Madam,

I hereby give you notice that a Meeting of the above named Charity will be held at the Village Hall, Manns Lane on **Monday 10th June 2019 at 7pm**. All members are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Dated this day 5th June 2019

Kelly Pickard

(on behalf of Swanton Morley Village Hall Trust)

Questions from the Public

Business to be Transacted

1. To Receive Apologies for Absence
2. To Receive Declarations of Interest
3. Minutes of 13th May 2019 to be Agreed and Signed
4. Matters Arising from the Minutes of 13th May 2019 (for information only)
5. Finance
 - a. To Receive Finance Report and Consider any Recommendations
 - b. Accounts to Approve for payment

| Payee | Description | Amount |
|----------------------|--------------------------------------|-----------------|
| Viking | Steam Cleaner/Bin/Stationery | £247.08 |
| Mole Valley | Heating Oil | £895.90 |
| Wave | Water Bill | £107.84 |
| JD Catering | Callout Drinks Fridge & Repair | £267.20 |
| DW Sayer | StockTaker | £150.00 |
| Bunzl | Toilet Rolls/Bin Bags/Degreaser | £49.00 |
| Lacons | Direct Debit Bar Stock | £843.23 |
| Dereham Hire & Sales | Scaffolding/George Hoover | £375.00 |
| Maddi Heinrich | Reimburse for Curtains/Poles/Shelves | £347.72 |
| | TOTAL | £2064.74 |

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- c. Accounts to approve for payment for Members with Disclosable Pecuniary Interest

| Payee | Description | Amount |
|--------------------------|--------------|----------------|
| Wensum Valley Electrical | PAT Testing | £109.44 |
| | TOTAL | £109.44 |

d. Staff Payments Made (3rd May April – 3rd June)

| Type of Work | Total Payments Made |
|-----------------------|---------------------|
| Cleaning & Caretaking | £679.50 |
| Bar | £461.04 |
| TOTAL | £1140.54 |

- e. To Agree the Budget for the forthcoming financial year.
 - f. To receive the Stock Takers Report and agree any actions.
 - g. To agree a councillor to be a signatory for the Lloyds Village Hall accounts.
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 receive an update report for a bike shelter at the Village Hall.
 - b. To receive an update on the remedial works required in the men's toilets.
 - c. To arrange a time for the Finance & Governance Working Group to meet and review the hire fees.
7. To Receive any Correspondence Relating to the Village Hall
- a. To consider a Swanton Morley Social Circle group to run from the bar area of the Village Hall for the lonely and isolated in the Village.

Meeting to Be Suspended For Further Time Allocated to the Public

- 8. To Request Items for the Next Agenda
- 9. To Agree Date and Time of Next Meeting as Monday 8th July at 7pm
- 10. To receive proposal to close the meeting to the press and public for item 11 for the reason that the content of discussion relates to the legal transfer of land (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960).
- 11. To receive an update on the legal transfer of land and agree subsequent actions.

A MEETING OF SWANTON MORLEY PARISH COUNCIL WILL FOLLOW THIS MEETING