

SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751

Manns Lane, Swanton Morley, Norfolk, NR20 4NP

Tel: 01362 637166

Email: parishcouncil@swantonmorley.org.uk

Twitter: @SwantonClerk



Dated this day 8th July 2020

Kelly Pickard

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on **Monday 13th July 2020 at 7pm.**

Under the Coronavirus Act, the Secretary of State has published meeting regulations which remove the requirement to hold annual meetings and allow virtual meetings up to 7 May 2021. These are contained in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Accordingly, this meeting will be held virtually via Microsoft Teams and if any members of the public or press wish to attend, please contact the Clerk no later than 12 noon on Monday 13th July 2020 and an invitation to join the Teams meeting will be sent to you.

The public and press will be able to address the Council during the Public Participation session. Any member of the public wishing to speak must give notice to the Clerk by 12 noon on Friday 10th July 2020. Public Participation will be limited to 15 minutes, with three minutes allowed per speaker. Our Standing Orders do not permit members of the public and press to take part in the debates.

Questions from the Public

Business to be Transacted

1. To Receive Apologies for Absence
2. To Receive Declarations of Interest
3. Minutes of 20th May 2020 to be Agreed and Signed
4. Matters Arising from the Minutes of 20th May 2020 (for information only)
5. Finance
 - a. To Receive Finance Report and Consider any Recommendations
 - b. Accounts to Approve for payment

| Payee | Description | Type | Amount |
|------------------------|--|--------------|---------|
| Screwfix | Steel cable lock, polyfiller, paint, masking tape, paper roll, coveralls, disinfectant, outdoor disinfectant | Bacs | £94.88 |
| Wave | Water bill | Bacs | £426.71 |
| T & P Fire | Callout fee | Bacs | £118.20 |
| Toftwood Garden Centre | Village Hall garden | Bacs | £38.05 |
| Bunzl | Cleaning consumables | Bacs | £281.50 |
| Staff payments | Made under contract May 2020 | Bacs | £520.80 |
| TV Licence | Monthly | Direct debit | £13.20 |
| Barclaycard | Rates | Direct debit | £18.00 |

| | | | |
|--|---|--------------|-----------------|
| Swalec | Electricity | Direct debit | £437.00 |
| Ansvar Insurance | Village Hall Insurance | Direct debit | £131.94 |
| Viridor | Waste contract | Direct debit | £16.70 |
| O2 | Mobile phone bill | Direct debit | £17.98 |
| All payments above were authorised on 24th June by email | Councillor Atterwill proposed the payments be made seconded by Councillor O'Dowd. | | £2114.96 |
| Screwfix | Maintenance items | BACS | £82.25 |
| Viridor | Waste collection | Direct debit | £16.94 |
| Barclaycard | Rates | Direct debit | £18.00 |
| TV Licence | Monthly | Direct debit | £13.20 |
| Swalec | Electricity | Direct debit | £437.00 |
| Ansvar Insurance | Village Hall Insurance | Direct debit | £131.94 |
| O2 | Mobile phone bill | Direct debit | £17.81 |
| | | | |
| | TOTAL | | £717.14 |

- c. Staff Payments Made (4th June – 3rd July)
 - d. To Receive an Update on the Application for a Business Credit Card with Lloyds Bank
 - e. To Receive an update on the Internal Audit
6. To Receive a 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 on the replacement blinds
7. To receive an update on the closure of the Village Hall due to COVID-19
- i. To Consider the Charity Bike Ride Event
8. To Receive an Update on the Transfer of Land at Swanton Morley Village Hall
9. To Receive any Correspondence Relating to the Village Hall

Meeting to Be Suspended for Further Time Allocated to the Public

- 10. To Request Items for the Next Agenda
- 11. To Agree Date and Time of Next Meeting as Monday 10th August at 7pm

A MEETING OF SWANTON MORLEY PARISH COUNCIL WILL FOLLOW THIS MEETING