

SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751

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Dated this day 8th December 2021

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 December 2021 at 7pm at Swanton Morley Village Hall.

The public and press will be able to address the Council during the Public Participation session. 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 13th September 2021 to be Agreed and Signed
4. Matters Arising from the Minutes of 13th September 2021 (for information only)
5. Finance
 - a. To Receive Finance Report and Consider any Recommendations
 - b. Accounts to Approve for payment

Payee – October 2021	Description	Type	Amount
Viridor	Waste collection	Direct debit	£114.31
TV Licence	Monthly	Direct debit	£13.37
Swalec	Electricity	Direct debit	£500.00
Ansvar Insurance	Village Hall Insurance	Direct debit	£133.03
O2	Line rental	Direct Debit	£24.31
Lacons	Bar stock	Direct Debit	£2152.25
Breckland Council	Business rates	Direct Debit	£53.71
JD Catering	Replacement fridge	BACS	£659.99
JD Catering	Callout for cooker	BACS	£90.00
Staff payments	Bar staff	BACS	£261.91
Staff payments	Cleaner/Caretaker	BACS	£665.00
	TOTAL		£4667.88

Payee – November 2021	Description	Type	Amount
Viridor	Waste collection	Direct debit	£136.60
TV Licence	Monthly	Direct debit	£13.43
Swalec	Electricity	Direct debit	£500.00
O2	Line rental	Direct Debit	£24.31
Transfer	Business credit card	Direct Debit	£31.35
Breckland Council	Business Rates	Direct Debit	£53.00
APF	Village Hall Fire Risk Assessment	BACS	£364.65
Broadland Flooring	Cabin Floor replacement vinyl	BACS	£735.41
Bunzl	Cleaning consumables	BACS	£389.03
Refund	Private hire	BACS	£495.00
Refund	Private hire	BACS	£445.00
HMRC	Staff NI	BACS	£101.40
Mole Valley Farmer	Heating Oil	BACS	£432.52
Jewson	Maintenance	BACS	£75.14
Staff payments	Cleaner/Caretaker	BACS	£769.50
	TOTAL		£4566.34

Payee – December 2021	Description	Type	Amount
Viridor	Waste collection	Direct debit	£100.00
TV Licence	Monthly	Direct debit	£13.37
O2	Line rental	Direct Debit	£24.31
HMRC	Staff contributions	BACS	£12.40
JD Catering	Fridge callout	BACS	£108.00
JD Catering	Repair to oven	BACS	£232.82
Bunzl	Consumables	BACS	£68.23
S Withers/P Bennet	Damage Deposit Refund	BACS	£100.00
Wave	Water Bill	BACS	£386.87
TP Fire	Annual Contract	BACS	£228.00
JD Catering	Callout Water Boiler	BACS	£162.00
Oaks CCTV	Replacement Camera	BACS	£141.60
Oaks CCTV	Annual Contract	BACS	£396.00
	TOTAL		£1974.29

c. Accounts to Approve for Members with a Pecuniary Interest

Payee	Description	Type	Amount
Marc Lappin	Contingency repair (Cabin)	BACS	£138.30
Mr J Rodrigues	Apple Tango – Bonfire Night	BACS	£31.15
			£169.45

- d. To review the income of the 2021/2022 Village Hall budget
- e. To Receive the Internal Audit report
- f. To agree the Trustee Annual report for submission in January 2022
- g. To Consider quotes for a recycling bin at the Village Hall

- 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 consider upgrading the Intruder Alarm panels
 - b. To Consider a quote to replace the material on the noticeboards in the entrance
- 7. To receive an update report on bookings for the remainder of 2021/2022**
- 8. To Discuss a Proposal received from a local catering company**
- 9. To Discuss the Fireworks display 2021**
- 10. To Consider an Event Management Plan**
- 11. To Receive any Correspondence Relating to the Village Hall**

Meeting to Be Suspended for Further Time Allocated to the Public

- 12. To Request Items for the Next Agenda**
- 13. To Agree Date and Time of Next Meeting as Monday 14th March 2022**