

SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751
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Dated this day 10th February 2022

Kelly Pickard

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on Tuesday 15th February 2022 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 December 2021 to be Agreed and Signed
4. Matters Arising from the Minutes of 13th December 2021 (for information only)
5. Finance
 - a. To Receive Finance Report and Consider any Recommendations
 - b. Accounts to Approve for payment

Payee – January 2022	Description	Type	Amount
Biffa	Waste collection – Dec/Jan	Direct debit	£169.35
TV Licence	Monthly	Direct debit	£13.37
Swalec	Electricity	Direct debit	£646.88
Ansvar Insurance	Village Hall Insurance	Direct debit	£135.46
O2	Line rental	Direct Debit	£24.31
Lacons	Bar stock	Direct Debit	£2152.25
Breckland Council	Business rates	Direct Debit	£53.00
Bunzl	Consumables	BACS	£321.27
Goff Petroleum	Heating Oil	BACS	£938.78
Swanton Morley Farms	Peppercorn rent	Direct Debit	£1.00
Living Wage Foundation	Annual fee	BACS	£72.00
Screwfix	Maintenance	BACS	£23.07
Jewson	Maintenance	BACS	£105.82
T P Fire	Fire Alarm callout	BACS	£161.40
Oaks CCTV	CCTV callout	BACS	£38.40
Staff payments	Bar staff	BACS	£66.45
Staff payments	Cleaner/Caretaker	BACS	£752.40
	TOTAL		£4148.51

Payee – February 2022	Description	Type	Amount
Biffa	Waste collection	Direct debit	£72.77
TV Licence	Monthly	Direct debit	£13.37
E-On	Electricity	Direct debit	£646.88
O2	Line rental	Direct Debit	£24.31
Breckland Council	Business Rates	Direct Debit	£53.00
Stu Lee	Main Hall floor	BACS	£54.00
Lacons	Bar Stock	Direct Debit	£1198.74
Staff payments	Cleaner/Caretaker	BACS	£769.50
	TOTAL		£2832.57

c. Accounts to Approve for Members with a Pecuniary Interest

Payee	Description	Type	Amount
Marc Lappin	Contingency Repair	BACS	£217.55
Dereham Electrical	Emergency Light Test	BACS	£408.00
			£625.55

- d. To receive a report on the Heating Oil consumption
- e. To Consider upgrading hand drying facilities
- f. To Appoint an Internal Auditor for 2021/2022

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 a Report on the Recycling Bin at the Village Hall

7. To Discuss a Proposal following correspondence received by a local catering company

8. To Discuss the Management of the Blessing box

9. To Consider an Event Management Plan

10. To Receive any Correspondence Relating to the Village Hall

Meeting to Be Suspended for Further Time Allocated to the Public

11. To Request Items for the Next Agenda

12. To Agree Date and Time of Next Meeting as Monday 14th March 2022