

SWANTON MORLEY VILLAGE HALL

Charity Registration No 1015751

Manns Lane

Swanton Morley

Dereham, Norfolk

NR20 4NP

Tel: 01362 637166

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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 13th May 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 8th May 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 8th April 2019 to be Agreed and Signed
4. Matters Arising from the Minutes of 8th April 2019 (for information only)
5. Finance
 - a. To Receive Finance Report and Consider any Recommendations
 - b. Accounts to Approve for payment

Payee	Description	Amount
Bunzl	Cleaning Supplies	£176.61
StuLee	Cleaning	£67.20
Jewson	Caretaker supplies	£36.12
Toolstation	Caretaker supplies	£45.58
Viking	Stationery & Cleaning supplies	£167.99
Sid Banham	Enclosure in Main Hall	£350.00
	TOTAL	£666.89

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

Payee	Description	Amount
Wensum Valley Electrical	Metal Halide lamps for main hall uplighters	£38.40
	TOTAL	£38.40

d. Staff Payments Made (4th April – 2nd May)

Type of Work	Total Payments Made
Cleaning & Caretaking	£697.50
Bar	£259.60
TOTAL	£957.10

- e. To Agree the budget for the forthcoming financial year.
 - f. To approve the transfer of £40 into the Festival account that has been incorrectly credited to the Village Hall for the Stall Holders
 - g. To approve the transfer of £260.50 to the Parish Council which the allotment holders have incorrectly paid into the Swanton Morley Village Hall account.
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 on the work for an enclosure surrounding the bolts of the bar doors.
 - b. To receive an update regarding the food hygiene certificate.
 - c. To consider quotations for new curtains in the bar area.
 - d. To consider quotations for a replacement hoover.
 - e. To consider quotation for internal storage shelving for the caretaker
 - f. To consider quotations for a bike shelter at the Village Hall.
 - g. To consider quotation for the hanging baskets.
 - h. To consider quotation from Mr Banham regarding the drainage issue in the men's toilet.
 - i. 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
- i) To receive a report from the Administrator on a Christmas Community play following email correspondence.

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 10th June 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