

SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751
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Dated this day 6th March 2024

Kelly Pickard

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on 11th March 2024 at Swanton Morley Village Hall at 7pm.

Business to be Transacted

1. To Receive Apologies for Absence
2. To Receive Declarations of Interest
3. To agree and sign the minutes of the Village Hall Trust meeting held on 13th November 2023
4. To receive matters arising from the minutes of 13th November 2023
5. To agree and sign the minutes of the Village Hall Trust meeting held on 5th February 2024
6. To receive matters arising from the minutes of 5th February 2024
7. Finance
 - a. To Receive a Finance report from the Clerk
 - b. Accounts to approve for payment.

Payee – March 2024	Description	Type	Amount
O2	Phone bill	Direct debit	£29.71
Breckland Council	Business Rates	Direct debit	£44.00
Eon	Electricity	Direct debit	£1232.00
TV Licence	TV Licence	Direct debit	£13.25
Ansvar Insurance	Village Hall Insurance	Direct debit	£147.46
B Marsham	Aggregate	BACS	£121.20
JD Catering	Callout/Small fridge	BACS	£198.00
English Security	Intruder alarm callout	BACS	£123.56
Goff Petroleum	Oil delivery	BACS	£1317.77
TP Fire	Annual agreement	BACS	£300.00
Lappin Group	Leaking cartridge on tap in Little Swans	BACS	£119.52
Dereham Electrical	Replacement distribution	BACS	£1620.00
		Total	£4996.47

- c. To consider Professional Indemnity Insurance
- d. To consider and agree the bar price increase for 2024

8. To discuss the cancellation of the Tractor Rally event

9. To agree an Event Management Policy

10. Maintenance

- a. To discuss the quotation to install fencing along the Village Hall field and agree any actions necessary
- b. To receive a quotation to level and roll the Village Hall car park
- c. To agree a replacement fridge for the bar
- d. To agree the redecoration of the bar lounge

11. To discuss the D-Day Event

12. To receive any correspondence relating to the Village Hall

13. To request items for the next agenda

14. To agree the date and time of the next meeting to be held on 8th April 2024

15. To receive a proposal to close the meeting to the press and public for item 16, for the reason that the content of discussion relates to staff matters (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960)).

16. Staff Matters