

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 28th June 2023

Kelly Pickard

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on 3rd July 2023 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 12^h June 2023
4. To receive matters arising from the minutes of 12th June 2023
5. Finance
Accounts to approve for payment

Payee – May 2023	Description	Type	Amount
O2	Phone bill	Direct debit	£29.71
Eon	Electricity	Direct debit	£656.23
Breckland Council	Business Rates	Direct debit	£44.00
TV Licence	TV Licence	Direct debit	£13.25
Ansvar Insurance	Village Hall Insurance	Direct debit	£158.67
Stripe Sumup	Till	BACS	£605.94
Big Bear	Coronation	BACS	£792.00
Screwfix	Maintenance	BACS	£25.17
Plumbfix	Maintenance	BACS	£27.55
Force Fresh	Consumables	BACS	£167.66
		Total	£2520.18

- a) To receive an updated income report to include bar function analysis
- b) To receive a quotation for a replacement fire alarm panel
- c) To receive a quotation for the electrical installation condition report
- d) To receive a quotation for replacement double glazed panes for the main hall
- e) To receive a quotation for a replacement dishwasher
- f) To receive a quotation for a replacement glass washer
- g) To receive a quotation for a replacement electric cooker
- h) To receive a quotation to repair the shower wall

- 6. To agree the Village Hall budget for 2023/2024**
- 7. To discuss the Village Hall Trust paying the Parish Council for the grass cutting of the playing field**
- 8. To approve SMFC building a secure surround for the sandbags at the back of the container**
- 9. To receive any correspondence relating to the Village Hall**
- 10. To request items for the next agenda**
- 11. To agree the date and time of the next meeting to be held on 14th August 2023**
- 12. To receive a proposal to close the meeting to the press and public for item 13, 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)).**
- 13. Staff Matters**