

SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751

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Dated this day 9th September 2020

Kelly Pickard

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on Monday 14th September 2020 at 7pm.

Under the Coronavirus Act, the Secretary of State has published meeting regulations which remove the requirement to hold annual meetings and allow virtual meetings up to 7 May 2021. These are contained in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Accordingly, this meeting will be held virtually via Microsoft Teams and if any members of the public or press wish to attend, please contact the Clerk no later than 12 noon on Monday 14th September 2020 and an invitation to join the Teams meeting will be sent to you.

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 10th August 2020 to be Agreed and Signed
4. Matters Arising from the Minutes of 10th August 2020 (for information only)
5. Finance
 - a. To Receive Finance Report and Consider any Recommendations
 - b. Accounts to Approve for payment

Payee	Description	Type	Amount
Viridor	Waste collection	Direct debit	£94.60
Barclaycard	Rates	Direct debit	£42.00
TV Licence	Monthly	Direct debit	£13.20
Swalec	Electricity	Direct debit	£437.00
Ansvar Insurance	Village Hall Insurance	Direct debit	£131.94
Lorna Vyse	Refund of deposit due to cancellation	BACS	£40.00
Sophie Barnett	Refund of deposit due to cancellation	BACS	£50.00
Screwfix	Paper roll	BACS	£36.08

Bunzl	Consumables	BACS	£92.76
AC Banham	Slabs in front of the container	BACS	£248.00
Slic Sheet	Hand sanitiser dispensers	BACS	£288.00
PPE Supplies Direct	Face shields	BACS	£36.65
XL Displays	Bar equipment post Covid reopening	BACS	£1039.50
PPL/PRS	Renewal	BACS	£973.32
	TOTAL		£3523.05

- c. Staff Payments Made (4th August – 3rd September)
- d. To agree the purchase of a Legionella test kit
- e. To agree the purchase of a replacement vandal resistant outside fan louvre
- f. To Agree the 2020/2021 field rental for the football clubs following the Covid-19 closure

6. To Receive a Report into the Maintenance of Swanton Morley Village Hall and Agree Actions Necessary for Improvements and Health and Safety Compliance

- i. To Receive the quotation for the drainage work in the Village Hall car park

7. To consider the quotation for the PAT testing renewal by Wensum Valley Electrical

8. To consider the Covid-19 Risk Assessment to reopen the Village Hall

9. To consider the proposal to reopen the Village Hall

10. To consider Swanton Morley FC to have an additional container on site

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 12th October at 7pm

A MEETING OF SWANTON MORLEY PARISH COUNCIL WILL FOLLOW THIS MEETING