

SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751

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Dated this day 8th March 2023

Kelly Pickard

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on 13th March 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 13th February 2023
4. To receive matter arising from the minutes of 13th February 2023
5. Finance
 - a) To receive a finance report and consider any recommendations.
 - b) Accounts to approve for payment.

Payee – March 2023	Description	Type	Amount
O2	Phone bill	Direct debit	£26.21
Eon	Electricity	Direct debit	£687.94
Breckland Council	Business Rates	Direct debit	£83.00
Biffa	Waste collection	Direct debit	£105.65
TV Licence	TV Licence	Direct Debit	£13.25
Goff Petroleum	Heating oil	BACS	£1582.03
Screwfix	Maintenance	BACS	£107.90
Force Fresh	Cleaning consumables	BACS	£172.98
Just projectors	Replacement projector	BACS	£798.00
		Total	£3576.96

6. To Receive a report into the maintenance of Swanton Morley Village Hall and agree any actions necessary for improvements and health and safety compliance.
 - a. To receive a report on the upgrade of the toilets
 - b. To consider the hire of a skip
 - c. To consider the tenders for the upgrade to the heating system
 - d. To consider funding options for the upgrade to the heating system

- 7. To receive an update on the Warm Hub/Community café**
- 8. To receive an update on the Caretaker position**
- 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 10th April 2023**