

SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751

Manns Lane, Swanton Morley, Norfolk, NR20 4NP

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Dated this day 9th August 2023

Kelly Pickard

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on 14th August 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 3rd July 2023
4. To receive matters arising from the minutes of 3rd July 2023
5. Finance
Accounts to approve for payment

Payee – July 2023	Description	Type	Amount
Biffa	Waste contract	Direct debit	£226.85
O2	Telephone contract	Direct debit	£29.71
Force Fresh	Consumables	BACS	£250.31
		Total	£506.87

Payee – August 2023	Description	Type	Amount
O2	Phone bill	Direct debit	£29.71
Eon	Electricity	Direct debit	£623.16
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
Breckland Council	Recycling	BACS	£186.21
JD Catering	Filters	BACS	£66.85
Force Fresh	Consumables	BACS	£110.63
		Total	£1232.48

- a) To receive an updated income report
- b) To receive a quotation for a replacement dishwasher
- c) To receive a quotation for a replacement glass washer
- d) To agree a replacement fire alarm panel

- 6. To receive an update on the maintenance of the Village Hall and agree any actions necessary.**
- 7. To discuss replacement fencing for the Little Swans outside play area**
- 8. To receive any correspondence relating to the Village Hall**
- 9. To request items for the next agenda**
- 10. To agree the date and time of the next meeting to be held on 9th October 2023**