

SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751

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Dated this day 7th December 2022

Kelly Pickard

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on 12th December 2022 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 14th November 2022
4. To receive matter arising from the minutes of 14th November 2022
5. Finance
 - a) To receive a finance report and consider any recommendations
 - b) Accounts to approve for payment

Payee – December 2022	Description	Type	Amount
O2	Phone bill	Direct debit	£26.21
Eon	Electricity	Direct debit	£4277.65
Breckland Council	Business Rates	Direct debit	£83.00
Biffa	Waste collection	Direct debit	£124.50
TV Licence	TV Licence	Direct Debit	£13.37
StuLee	Cleaning	BACS	£140.40
Oaks CCTV	Replacement DVR Recorder/Callout	BACS	£474.00
English Security	Annual Intruder Alarm Service	BACS	£112.68
Living Wage Foundation	Membership	BACS	£72.00
		Total	£5323.81

- c) Accounts to approve for payment for members with a pecuniary interest

Payee	Description	Type	Amount
Jim Venworth	Cellar expenses	BACS	£66.28
		Total	£66.28

- d) To agree the purchase of the POS System
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.

- i. To consider a tender for the replacement heating system
- ii. To discuss a proposal for a replacement projector system

7. To agree the updated Safeguarding policy

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 13th February 2023

11. To receive a proposal to close the meeting to the press and public for item 12 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)).

12. Staff matters