

SWANTON MORLEY VILLAGE HALL

Charity Registration No 1015751

Manns Lane

Swanton Morley

Dereham, Norfolk

NR20 4NP

Tel: 01362 637166

Email: parishcouncil@swantonmorley.org.uk

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Dear Sir/ Madam,

I hereby give you notice that a Meeting of the above-named Charity will be held at the Village Hall, Manns Lane on **Monday 14th October 2019 at 7pm**. All members are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Dated this day 9th October 2019

Kelly Pickard

(on behalf of Swanton Morley Village Hall Trust)

Questions from the Public

Business to be Transacted

1. To Receive Apologies for Absence
2. To Receive Declarations of Interest
3. Minutes of 9th September 2019 to be Agreed and Signed
4. Matters Arising from the Minutes of 9th September 2019 (for information only)
5. Finance
 - a. To Receive Finance Report and Consider any Recommendations
 - b. Accounts to Approve for payment:

Payee	Description	Amount
Small Society Lotteries	Licence	£20.00
Taurus Monitoring	Legionellas Risk assessment	£342.00
Bunzl	Cleaning supplies	£240.92
Mr & Mrs Johnston	50% Refund of deposit for bereavement	£20.00
Breckland Council	Wrestling Licence	£21.00
MacMillan Coffee Morning	Cheque to be raised against cash credited	£272.93
	TOTAL	£643.92

c. Staff Payments Made (4th September – 3rd October)

Type of Work	Total Payments Made
Cleaning & Caretaking	£594.00
TOTAL	£594.00

- d. To receive the stock takers report and consider any actions necessary
6. To Receive Report into the Maintenance of Swanton Morley Village Hall and Agree Actions Necessary for Improvements and Health and Safety Compliance
- a. To receive an update report for a bike shelter at the Village Hall.
 - b. To receive an update regarding the wear and tear of the tables and chairs
7. To Receive any Correspondence Relating to the Village Hall
- a. To receive an update on the MacMillan coffee morning
 - b. To consider the update of a new website for the Village Hall
 - c. To discuss the security issue at the Village Hall

Meeting to Be Suspended for Further Time Allocated to the Public

8. To Request Items for the Next Agenda
9. To Agree Date and Time of Next Meeting as Monday 11th November at 7pm

A MEETING OF SWANTON MORLEY PARISH COUNCIL WILL FOLLOW THIS MEETING