

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 January 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 8th January 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 10th December 2018 to be Agreed and Signed
4. Matters Arising from the Minutes of 10th December 2018 (for information only)
5. Finance
 - a. To Receive Finance Report and Consider any Recommendations
 - b. Accounts to Approve for payment

Payee	Description	Amount
HMRC	PAYE Month 9	£26.60
Eastern Office Equipment	Stationery, Cartridges Display Equipment	£148.38
Wave (Anglian Water)	Water Bill Half Yearly	£886.02
Jewson	Caretaker repair equipment	£20.30
Rentokil (Initial)	Washroom Sanitary contract	£135.47
Mole Fuels	Heating Oil	£670.82
Viridor	Waste Disposal	£108.00
Lacons Brewery	Bar Stock	£714.66
	TOTAL	£2710.25

c. Staff Payments Made (6th December – 4th January)

Type of Work	Total Payments Made
Cleaning & Caretaking	£787.50
Bar	£376.55
TOTAL	£1164.05

d. To receive an update to Bank Signatories

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 Consider any Actions for Repairs and to Improve Health and Safety in Swanton Morley Village Hall
 - b. To Receive Update Report on Remedial Works for Fire Risk Assessment

7. To Receive any Correspondence Relating to the Village Hall

Meeting to be Suspended To Receive Questions from the Floor

8. To Request Items for the Next Agenda
9. To Agree Date and Time of Next Meeting as Monday 11th February 2019 at 7pm

A MEETING OF SWANTON MORLEY PARISH COUNCIL WILL FOLLOW THIS MEETING