

SWANTON MORLEY VILLAGE HALL

Charity Registration No 1015751

Manns Lane

Swanton Morley

Dereham, Norfolk

NR20 4NP

Tel: 01362 637166

Email: parishcouncil@swantonmorley.org.uk

Twitter: @SwantonClerk



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 11th March 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 6th March 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 11th February 2019 to be Agreed and Signed
4. Matters Arising from the Minutes of 11th February 2019 (for information only)
5. Finance
 - a. To Receive Finance Report and Consider any Recommendations
 - b. Accounts to Approve for payment

| Payee | Description | Amount |
|------------------------|---|-----------------|
| Stocksigns | Lock Sign (Little Swans) | £83.81 |
| Morgan Fire Protection | Risk Assessment | £354.00 |
| Wave | Water Bill | £149.02 |
| Viridor | Waste Collection | £108.24 |
| Viking | Stationery | £123.05 |
| TP Fire | Replacement Glass (Fire Alarm Cabin) | £18.00 |
| English Security | Annual Fire Alarm Monitoring Charge | £228.00 |
| Toolstation | Door Closer (Hilton Room – Fire Inspection) | £59.98 |
| | | |
| | TOTAL | £1124.10 |

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- c. Accounts to approve for payment (Members with Pecuniary interests).

| Payee | Description | Amount |
|------------------------------|---|---------------|
| Wensum Valley Electrical Ltd | Attend to Faulty light switch – Extension | £30.00 |
| | | |
| | | £30.00 |

d. Staff Payments Made (5th February – 4th March)

| Type of Work | Total Payments Made |
|-----------------------|---------------------|
| Cleaning & Caretaking | £630.00 |
| Bar | £36.40 |
| TOTAL | £666.40 |

- e. To agree Enforcement Action for an outstanding debt.
 - f. To agree Appointment of Internal Auditor
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
7. To Receive any Correspondence Relating to the Village Hall
- a. To agree new wording in the Booking forms and Hirers Agreements to reflect deposit scheme for the access key cards.

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 8th April 2019 at 7pm

A MEETING OF SWANTON MORLEY PARISH COUNCIL WILL FOLLOW THIS MEETING