

# SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751

Manns Lane, Swanton Morley, Norfolk, NR20 4NP

Tel: 01362 637166

Email: [parishcouncil@swantonmorley.org.uk](mailto:parishcouncil@swantonmorley.org.uk)

Twitter: @SwantonClerk



Dated this day 8th June 2022

*Kelly Pickard*

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on 13 June 2022 at 7pm at Swanton Morley Village Hall.

The public and press will be able to address the Council during the Public Participation session. Public Participation will be limited to 15 minutes, with three minutes allowed per speaker. Our Standing Orders do not permit members of the public and press to take part in the debates.

## Questions from the Public

### Business to be Transacted

1. To Receive Apologies for Absence
2. To Receive Declarations of Interest
3. Minutes of 15<sup>th</sup> February 2022 to be Agreed and Signed
4. Matters Arising from the Minutes of 15<sup>th</sup> February 2022 (for information only)
5. Finance
  - a. To Receive Finance Report and Consider any Recommendations
  - b. Accounts to Approve for payment

| Payee – April 2022 | Description            | Type         | Amount          |
|--------------------|------------------------|--------------|-----------------|
| O2                 | Phone bill             | Direct debit | £24.31          |
| Ansvar             | Village Hall Insurance | Direct debit | £135.46         |
| Eon                | Electricity            | Direct debit | £615.01         |
| Lloyds             | CC                     | Direct debit | £754.96         |
| Breckland Council  | Business Rates         | Direct debit | £85.00          |
| Biffa              | Waste collection       | Direct debit | £72.00          |
| TV Licence         | TV Licence             | Direct Debit | £13.37          |
| Fleximed           | First Aid Training     | BACS         | £400.00         |
| Screwfix           | Maintenance            | BACS         | £26.68          |
| Scribe             | Membership             | BACS         | £345.60         |
| Morley Makes       | Village Hall           | BACS         | £40.75          |
| JD Catering        | Maintenance            | BACS         | £224.22         |
| Goff               | Heating Oil            | BACS         | £1027.48        |
| Breckland Council  | Licence                | BACS         | £180.00         |
| Lacons             | Bar stock              | Direct Debit | £791.27         |
| Cleaning/Caretaker | Staff costs            | BACS         | £851.40         |
| Bar staff          | Staff costs            | BACS         | £360.28         |
|                    | <b>Total</b>           |              | <b>£5947.79</b> |

| <b>Payee – May 2022</b> | <b>Description</b>     | <b>Type</b>  | <b>Amount</b>   |
|-------------------------|------------------------|--------------|-----------------|
| O2                      | Phone bill             | Direct debit | £26.21          |
| Ansvar                  | Village Hall Insurance | Direct debit | £135.46         |
| Eon                     | Electricity            | Direct debit | £474.44         |
| Lloyds                  | CC                     | Direct debit | £357.61         |
| Breckland Council       | Business Rates         | Direct debit | £83.00          |
| Biffa                   | Waste collection       | Direct debit | £182.62         |
| TV Licence              | TV Licence             | Direct Debit | £13.37          |
| Lacons                  | Bar Order              | Direct Debit | £1192.23        |
| Watton                  | Deposit refund         | BACS         | £100.00         |
| Lane                    | Refund                 | BACS         | £12.00          |
| Screwfix                | Maintenance            | BACS         | £22.97          |
| Ponder                  | Refund                 | BACS         | £13.00          |
| M Neave                 | Loft ladder            | BACS         | £300.00         |
| J Bean                  | Damage deposit refund  | BACS         | £100.00         |
| Force Fresh             | Consumables            | BACS         | £104.82         |
| HMRC                    | Staff NI               | BACS         | £21.40          |
| Cleaner/Caretaker       | Staff wages            | BACS         | £1059.30        |
| Bar Staff               | Staff wages            | BACS         | £674.75         |
|                         |                        | <b>Total</b> | <b>£4873.21</b> |

| <b>Payee – June 2022</b> | <b>Description</b>            | <b>Type</b>  | <b>Amount</b>   |
|--------------------------|-------------------------------|--------------|-----------------|
| O2                       | Phone bill                    | Direct debit | £24.31          |
| Ansvar                   | Village Hall Insurance        | Direct debit | £135.46         |
| Eon                      | Electricity                   | Direct debit | £615.01         |
| Breckland Council        | Business Rates                | Direct debit | £85.00          |
| Biffa                    | Waste collection              | Direct debit | £86.22          |
| TV Licence               | TV Licence                    | Direct Debit | £13.37          |
| Lacons                   | Bar stock                     | Direct debit | £1798.58        |
| English Security         | Service                       | BACS         | £90.00          |
| DDA                      | Callout – Little Swans cooker | BACS         | £93.72          |
| Breckland Council        | Recycling Bin                 | BACS         | £161.88         |
| Damage deposit refund    | Village Hall functions        | BACS         | £200.00         |
|                          |                               | <b>Total</b> | <b>£3303.55</b> |

c. Accounts to Approve for Payment for Members with a Pecuniary interest

| <b>Payee</b>             | <b>Detail</b>                    | <b>Payment type</b> | <b>Total Amount Payable</b> |
|--------------------------|----------------------------------|---------------------|-----------------------------|
| Wensum Valley Electrical | Repair to Village Hall electrics | BACS                | £145.84                     |

- d. To Discuss the Internal Audit for the Village Hall accounts 2021/2022
- e. To Consider a Government Grant to enable Village Hall's to Upgrade and modernise their premises to mark the Queen's Platinum Jubilee.
- f. To agree a date and time for the Finance and Governance working party to meet to discuss the Village Hall budget

- 6. To Receive a Report into the Maintenance of Swanton Morley Village Hall and Agree Actions Necessary for Improvements and Health and Safety Compliance**
  - a. To discuss the oil consumption of the boiler
  - b. To receive a report on upgrading keycards to allow some remote access.
  - c. To consider replacement of pots and pans and toaster in the kitchen
  
- 7. To Update and Review the proposal following correspondence received by a local catering company.**
  - a. This would now require an upgrade to the Cabin to allow food prep including repainting and installation of a double sink
  
- 8. To receive feedback from CASM group re The Village Hall to include:**
  - a) Consideration of a recycling point for community collection (items not collected by Breckland)
  - b) An update on recycling of Village Hall waste
  - c) Consideration of a water butt at the back of the Cabin for the Tree Nursery
  
- 9. To receive an update on the proposal for a trellis and planting to screen the storage containers from view of the Main Hall.**
  
- 10. To Receive any Correspondence Relating to the Village Hall**

*Meeting to Be Suspended for Further Time Allocated to the Public*

- 11. To Request Items for the Next Agenda**
- 12. To Agree Date and Time of Next Meeting on 12<sup>th</sup> September 2022**
- 13. To receive a proposal to close the meeting to the press and public for item 14, 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).**
  
- 14. Staff matters**