

SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751

Manns Lane, Swanton Morley, Norfolk, NR20 4NP

Tel: 01362 637166

Email: parishcouncil@swantonmorley.org.uk

Twitter: @SwantonClerk



Dated this day 31st May 2023

Kelly Pickard

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on 5th June 2023 at Swanton Morley Village Hall following the Extraordinary meeting of the Parish Council.

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 11th April 2023
4. To receive matter arising from the minutes of 11th April 2023
5. Finance
 - a) Accounts to approve for payment.

Payee – May 2023	Description	Type	Amount
O2	Phone bill	Direct debit	£26.21
Eon	Electricity	Direct debit	£676.02
Breckland Council	Business Rates	Direct debit	£44.00
Biffa	Waste collection	Direct debit	£130.74
TV Licence	TV Licence	Direct Debit	£13.25
Ansvar Insurance	Insurance	Direct debit	£158.67
HMRC	Tax	BACS	£51.60
Swanton Morley Stores	Festival	BACS	£89.47
Swanton Morley Butchers	Festival	BACS	£450.00
Morley Makes	Festival	BACS	£34.00
Premier Parties	Festival	BACS	£80.00
Natterjack	Festival	BACS	£50.00
APF	Annual Fire Extinguisher check	BACS	£481.07
Force Fresh	Consumables	BACS	£175.19
StuLee	Cooker clean	BACS	£343.20
Surelock Security	Replacement keycard panel	BACS	£1176.00
Wave	Water Bill	BACS	£756.14
Trade UK	Caretaker maintenance	BACS	£183.87
Dereham Electrical	PAT Testing	BACS	£209.00
		Total	£4079.54

Payee – June 2023	Description	Type	Amount
O2	Phone bill	Direct debit	£26.21
Eon	Electricity	Direct debit	£687.94

Breckland Council	Business Rates	Direct debit	£44.00
Biffa	Waste collection	Direct debit	£130.74
TV Licence	TV Licence	Direct Debit	£13.25
Swanton Morley Stores	Papers	BACS	£63.55
Screwfix	Maintenance	BACS	£33.37
		Total	£999.06

d. To discuss the Village Hall Trust paying the Parish Council for the grass cutting of the playing field

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.

- a. To receive a maintenance schedule for the Caretaker and discuss any actions necessary.
- b. To consider the upgrade of the fire alarm panel

7. To receive the draft budget for the forthcoming year

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 14th August 2023