

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 8th July 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 3rd July 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 June 2019 to be Agreed and Signed
4. Matters Arising from the Minutes of 10th June 2019 (for information only)
5. Finance
 - a. To Receive Finance Report and Consider any Recommendations
 - b. Accounts to Approve for payment

Payee	Description	Amount
Dereham Direct Packaging	Plastic Cups – Tractor Rally	£58.68
Bunzl	Cleaning supplies (end may/June)	£605.31
Jewson	Sealant/Drill bit	£15.64
English Security	Annual service intruder/fire alarm	£205.60
Wave	Water Bill	£331.70
Eastern Cash Registers	Service & Programming	£240.00
	TOTAL	£1456.93

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- c. Staff Payments Made (4th June April – 3rd July)

Type of Work	Total Payments Made
Cleaning & Caretaking	£711.00
Bar	£189.40
TOTAL	£900.40

- d. To receive an update for a councillor to be a signatory for the Lloyds Village Hall accounts.
 - e. To consider the proposal of the new hire fees for the Village Hall.
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 on the remedial works required in the men's toilets.
 - c. To consider proposal from local company for a floral display in the foyer
7. To Receive any Correspondence Relating to 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 12th August at 7pm

A MEETING OF SWANTON MORLEY PARISH COUNCIL WILL FOLLOW THIS MEETING