

SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751

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Dated this day 9th November 2022

Kelly Pickard

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on 14th November 2022 at Swanton Morley Village Hall at 7pm.

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 26th September 2022
4. To receive matter arising from the minutes of 26th September 2022
5. To agree and sign the minutes of the Village Hall Trust meeting held on Monday 10th October 2022
6. To receive any matters arising from the minutes of 10th October 2022
7. Finance
 - a) To receive a finance report and consider any recommendations
 - b) Accounts to approve for payment

Payee – October 2022	Description	Type	Amount
O2	Phone bill	Direct debit	£26.21
Eon	Electricity	Direct debit	£488.46
Breckland Council	Business Rates	Direct debit	£83.00
Biffa	Waste collection	Direct debit	£191.44
TV Licence	TV Licence	Direct Debit	£13.37
Lacons	Bar order	Direct debit	£2851.52
Ansvar	Insurance	Direct debit	£158.72
Surelock	Keypad entry	BACS	£107.52
StuLee	Clean	BACS	£70.20
Premier Parties	Bouncy Castle	BACS	£160.00
PPL/PRS	Licence	BACS	£272.88
HMRC	Staff	BACS	£168.80
Goff	Heating Oil	BACS	£1144.88
Forcefresh	Cleaning consumables	BACS	£419.59
English Security	Alarm callout panel	BACS	£345.08
Mark Crane	Posts	BACS	£408.00
Hirer	Deposit refund	BACS	£100.00

Cooks Blinds	Bar door repair	BACS	£167.28
Staff wage	Bar staff/Cleaning	BACS	£1067.70
		Total	£8244.65

Payee – November 2022	Description	Type	Amount
O2	Phone bill	Direct debit	£24.31
Breckland Council	Business Rates	Direct debit	£83.00
Biffa	Waste collection	Direct debit	£86.22
TV Licence	TV Licence	Direct Debit	£13.37
Frappel & Knight	Boiler service	BACS	£162.00
Dereham Hire	Scaffolding	BACS	£102.00
Community Heartbeat	Pads	BACS	£52.80
JD Catering	Water boilers	BACS	£421.60
Rentokil	Annua contract	BACS	£107.75
Oaks	CCTV Repair	BACS	£252.00
English Security	Upgrade	BACS	£1318.80
Forcefresh	Consumables	BACS	£165.19
Drain Doctor	Callout	BACS	£325.24
		Total	£3114.28

c) To agree the increase in hire fees from January 2023

d) To agree the new terms and conditions of the Village Hall

e) To agree the 2022/2023 Village Hall budget

8. To Receive a report into the maintenance of Swanton Morley Village Hall and agree any actions necessary for improvements and health and safety compliance.

i. To discuss a suggestion received regarding access into the kitchen door.

9. To receive a report following fireworks night

10. To agree the reviewed Safeguarding policy

11. To receive any correspondence relating to the Village Hall

12. To request items for the next agenda

13. To agree the date and time of the next meeting to be held on 9th January 2023

14. To receive a proposal to close the meeting to the press and public for item 15 and 16 for the reason that the content of discussion relates to Staff matters and Safeguarding (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960).

15. Staff matters

16. To receive an update on the Safeguarding matter at the Village Hall