

SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751
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Dated this day 21st September 2022

Kelly Pickard

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on 26th September 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 13th June 2022 to be Agreed and Signed
4. Matters Arising from the Minutes of 13th June 2022 (for information only)
5. Finance
 - a. To Receive Finance Report and Consider any Recommendations
 - b. Accounts to Approve for payment

Payee – July 2022	Description	Type	Amount
O2	Phone bill	Direct debit	£26.21
Ansvar	Village Hall Insurance	Direct debit	£135.46
Eon	Electricity	Direct debit	£448.06
Wave	Water bill	BACS	£573.84
GJ Goff	Heating Oil	BACS	£1548.54
TV Licencing	TV Licence	Direct debit	£13.37
Breckland Council	Business rates	Direct Debit	£83.00
JD Catering	Water boilers	BACS	£291.01
Surelock Security	Replacement keys	BACS	£66.12
Screwfix	Maintenance	BACS	£12.95
Biffa	Waste removal	Direct debit	£86.22
Force fresh	Cleaning consumables	BACS	£161.88
Lacons	Bar stock	Direct Debit	£563.35
Shashiban Krishnag	Customer refund	BACS	£100.00
J Fabisz	Staff expenses	BACS	£123.84
Bar staff	Wages	BACS	£557.36
B & S Overman	Staff wages	BACS	£732.60
	Total		£5523.81

Payee – August 2022	Description	Type	Amount
O2	Phone bill	Direct debit	£26.21
Eon	Electricity	Direct debit	£434.98
TV Licencing	TV Licence	Direct Debit	£13.43
Breckland Council	Business rates	Direct debit	£83.00
Trade UK	Contingency repair	BACS	£6.79
Mole Valley farmer	Contingency repair	BACS	£65.49
TP Fire	Fire alarm service	BACS	£141.30
APF Services	Fire extinguishers	BACS	£83.99
JD Catering	Repair to gas cooker	BACS	£569.22
Biffa	Waste removal	Direct debit	£230.00
Force Fresh	Cleaning consumables	BACS	£148.38
K Whitmore	Cleaning	BACS	£50.65
Lacons	Bar stock	Direct debit	£1846.54
A Halls	Customer refund	BACS	£10.00
Premier parties	Bouncy castle hire	BACS	£80.00
Bar staff	Wages	BACS	£545.90
		Total	£4335.87

Payee – Sept 2022	Description	Type	Amount
O2	Phone bill	Direct debit	£24.31
Eon	Electricity	Direct debit	£488.46
Breckland Council	Business Rates	Direct debit	£83.00
Biffa	Waste collection	Direct debit	£86.22
TV Licence	TV Licence	Direct Debit	£13.37
B & S Overman	Staff wage	BACS	£900.90
PPL/PRS	Licence	BACS	£272.88
Cooks Blinds	Sliding door repair	BACS	£167.28
English Security	Alarm panel/Little Swans	BACS	£345.08
Premier parties	Bouncy castle hire	BACS	£160.00
Force Fresh	Cleaning consumables	BACS	£10.94
Crane Farm & Fencing	Wooden posts	BACS	£408.00
		Total	£2960.44

- c. To agree the Internal Audit for the Village Hall accounts 2021/2022
- d. To discuss a replacement boiler

6. To Receive a Report into the Maintenance of Swanton Morley Village Hall and Agree Actions Necessary for Improvements and Health and Safety Compliance

7. To Receive any Correspondence Relating to the Village Hall

- a. To receive an update on the Fireworks event

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**
- 10. To receive a proposal to close the meeting to the press and public for items 11 and 12, for the reason that the content of discussion relates to Staff matters and a confidential complaint (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960).**
- 11. Staff matters**
- 12. To discuss a safeguarding complaint**