

# SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751  
Manns Lane, Swanton Morley, Norfolk, NR20 4NP  
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Dated this day 8<sup>th</sup> March 2023

*Kelly Pickard*

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on 11<sup>th</sup> April 2023 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 13<sup>th</sup> March 2023
4. To receive matter arising from the minutes of 13<sup>th</sup> March 2023
5. Finance
  - a) To receive a finance report and consider any recommendations.
  - b) Accounts to approve for payment.

Payee – April 2023	Description	Type	Amount
O2	Phone bill	Direct debit	£26.21
Eon	Electricity	Direct debit	£687.94
Breckland Council	Business Rates	Direct debit	£83.00
Biffa	Waste collection	Direct debit	£130.74
TV Licence	TV Licence	Direct Debit	£13.25
BT	Alarm line	Direct Debit	£81.48
Ansvar Insurance	Insurance	Direct debit	£158.67
TP Fire	Panel callout	BACS	£123.50
Force Fresh	Consumables	BACS	£165.97
Screwfix	Access panel	BACS	£11.99
Screwfix	Fire door retainer	BACS	£109.99
Manutan	COSHH Cabinet	BACS	£380.40
Scribe	Annual subscription	BACS	£414.72
		<b>Total</b>	<b>£2387.86</b>

## c. Accounts to approve for payment for members with a pecuniary interest

Payee – April 2023	Description	Type	Amount
J Venworth	Picture hooks, Correx signs	BACS	£69.53
		Total	£69.53

- d. To discuss the Village Hall Trust paying the Parish Council for the grass cutting of the playing field**
  - e. To discuss a donation from the 'Warm Hub' to match fund for 'EACH'**
  - f. To agree the payment to 'Each'**
  - g. To receive the draft budget for the forthcoming year**
- 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 a quotation for a replacement access key card system
- 7. To discuss the Community café**
- 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 15<sup>th</sup> May 2023**