

SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751

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Dated this day 4th October 2023

Kelly Pickard

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on 9th October 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 11th September 2023
4. To receive matters arising from the minutes of 11th September 2023
5. Finance
 - a. Accounts to approve for payment.

Payee – September 2023	Description	Type	Amount
O2	Phone bill	Direct debit	£29.71
Breckland Council	Business Rates	Direct debit	£44.00
Eon	Electricity	Direct debit	£650.52
TV Licence	TV Licence	Direct debit	£13.25
BT	Alarm Line	Direct Debit	£91.38
Ansvar Insurance	Village Hall Insurance	Direct debit	£158.67
Biffa	Waste contract	Direct debit	£117.40
JD Catering	Glasswasher	BACS	£1452.00
Force Fresh	Consumables	BACS	£101.62
Oaks CCTV	Annual fee	BACS	£417.60
		Total	£3076.15

6. To Discuss Village Hall promotion and agree any actions necessary
7. To discuss the advertising for casual bar staff
8. To Receive tenders for the upgrade to the lighting:
 - i. To receive the Schedule of Contractors and Evaluation
 - ii. To appoint a Contractor following the tender process

- 9. To receive an update on the maintenance of the Village Hall and agree any actions necessary.**
 - i. To receive an update on the installation of the new heating system**
 - ii. To discuss the replacement of the electrical distribution boards in the cellar and agree any actions necessary**
- 10. To receive any correspondence relating to the Village Hall**
- 11. To request items for the next agenda**
- 12. To agree the date and time of the next meeting to be held on 13th November 2023**
- 13. To receive a proposal to close the meeting to the press and public for item 14, for the reason that the content of discussion relates to staff matters (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960)).**
- 14. Staff Matters**