

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 11th February 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 6th February 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 14th January 2019 to be Agreed and Signed
4. Matters Arising from the Minutes of 14th January 2019 (for information only)
5. Finance
 - a. To Receive Finance Report and Consider any Recommendations
 - b. Accounts to Approve for payment

Payee	Description	Amount
HMRC	PAYE Month 10	£53.92
JD Catering Equipment	Maintenance of Hot Water Boiler	£152.40
Dereham Hire and Sales	Hire of Scaffolding (Pre-Paid)	£80.00
Jewson	Barrel Bolt	£8.71
M Neave	Replacement Doors – Main Hall	£1485.00
Bernie Marsham	Middleton Aggregates – Planings	£50.02
South Holland District Council	Fire Safety Level 2 Course	£25.00
StuLee	Cleaning December 2017	£43.50
Lacons	Bar Order	£590.02
Surelock Security	Replacement KeyCards (prepaid)	£60.00
	TOTAL	£2488.57

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- c. Staff Payments Made (5th January – 4th February)

Type of Work	Total Payments Made
Cleaning & Caretaking	£720.00
Bar	£168.70
TOTAL	£888.70

- d. To receive an update to Bank Signatories
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 Consider any Actions for Repairs and to Improve Health and Safety in Swanton Morley Village Hall
 - i. To receive update on The Clerk undertaking the Fire Risk Assessment Course
 - ii. To consider Quotation for Replacement Carpets in the Foyer.
 - iii. To receive an update on the issue of new door access swipecards
 - b. To Receive report on changes to the premises licence.
 - c. To receive an update on staff training
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 11th March 2019 at 7pm

A MEETING OF SWANTON MORLEY PARISH COUNCIL WILL FOLLOW THIS MEETING