

# SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751  
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Dated this day 3<sup>rd</sup> April 2024

*Kelly Pickard*

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on 8<sup>th</sup> April 2024 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> November 2023
4. To receive matters arising from the minutes of 13<sup>th</sup> November 2023
5. To agree and sign the minutes of the Village Hall Trust meeting held on 11<sup>th</sup> March 2024
6. To receive matters arising from the minutes of 11<sup>th</sup> March 2024
7. Finance
  - a. To Receive a Finance report from the Clerk
  - b. Accounts to approve for payment.

Payee – March 2024	Description	Type	Amount
O2	Phone bill	Direct debit	£29.71
Breckland Council	Business Rates	Direct debit	£44.00
YU Energy	Electricity	Direct debit	£953.47
TV Licence	TV Licence	Direct debit	£13.25
Ansvar Insurance	Village Hall Insurance	Direct debit	£147.46
Force Fresh	Consumables	BACS	£105.54
English Security	Out of hours callout	BACS	£144.00
Scribe Accounts	Accountancy software	BACS	£414.72
JD Catering	Replacement fridge	BACS	£475.62
		<b>Total</b>	<b>£2327.77</b>

- c. Payments to approve for members with a pecuniary interest

Payee –	Description	Amount
Jim Venworth	Redecoration items for the bar lounge	£205.18
Roger Atterwill	Replacement lock for the cabin	£25.39
		£230.57

d. To appoint an Internal Auditor for 2023/2024 Village Hall accounts

**8. Maintenance**

- a. To discuss the quotation to install fencing along the Village Hall field and agree any actions necessary
- b. To discuss the condition of the main hall floor
- c. To consider a replacement cooker

**9. To discuss the D-Day Event**

**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 10<sup>th</sup> June 2024**