

# SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751

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Dated this day 15<sup>th</sup> May 2020

*Kelly Pickard*

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on **Wednesday 20<sup>th</sup> May 2020 at 7pm.**

Under the Coronavirus Act, the Secretary of State has published meeting regulations which remove the requirement to hold annual meetings and allow virtual meetings up to 7 May 2021. These are contained in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Accordingly, this meeting will be held virtually via Microsoft Teams and if any members of the public or press wish to attend, please contact the Clerk no later than 12 noon on Tuesday 19<sup>th</sup> May 2020 and an invitation to join the Teams meeting will be sent to you.

The public and press will be able to address the Council during the Public Participation session. Any member of the public wishing to speak must give notice to the Clerk by 12 noon on Tuesday 19<sup>th</sup> May 2020. 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 9<sup>th</sup> March 2020 to be Agreed and Signed
4. Matters Arising from the Minutes of 9<sup>th</sup> March 2020 (for information only)
5. Finance
  - a. To Receive Finance Report and Consider any Recommendations
  - b. Accounts to Approve for payment

Payee	Description	Amount
M Heinrich	WIX Website Membership – reimbursement	£61.20
Jewson	Sealant/Pipe clips	£19.76
Mole Valley Farmers	Heating Oil 1500l	£620.39
Screwfix	Thermometer	£14.99
APF Services	Risk Assessment – Approved Feb 2020	£359.98
	Replacement extinguisher	£41.48
Scribe	Accountancy software	£339.60
Staff Payments	March 2020	£725.40
<b>All payments above were authorised 14<sup>th</sup> April</b>	Councillor Atterwill proposed the payments be made seconded by Councillor O'Dowd	

Screwfix	Paint & Replacement Mesh	£47.26
Mole Country Stores	5L Rosate (Caretaker)	£30.00
Viridor	Rental charges	£16.70
Breckland Council	Annual Licencing fee – Premises Licence PL0523	£180.00
	<b>TOTAL</b>	<b>£273.96</b>

- c. Staff Payments Made (4<sup>th</sup> March – 3<sup>rd</sup> April)
  - d. To receive a draft Village Hall budget and agree any actions necessary
  - e. To Receive an Update on the Application for a Business Credit Card with Lloyds Bank
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 the remaining Chairs to be re-covered while the Village Hall is closed
    - b. To Agree that the Clerk can order a ‘No overnight parking’ sign for the carpark
  7. To receive a report regarding the Village Hall’s 25th birthday party
  8. To receive an update on the closure of the Village Hall due to COVID-19
  9. To Receive any Correspondence Relating to the Village Hall

***Meeting to Be Suspended for Further Time Allocated to the Public***

10. To Request Items for the Next Agenda
11. To Agree Date and Time of Next Meeting as Monday 8<sup>th</sup> June at 7pm

**A MEETING OF SWANTON MORLEY PARISH COUNCIL WILL FOLLOW THIS MEETING**