

SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751

Manns Lane, Swanton Morley, Norfolk, NR20 4NP

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Dear Sir/ Madam,

You are hereby summoned to attend the next meeting of Swanton Morley Village Hall Trust at Swanton Morley Village Hall, Manns Lane on **Monday 13th January 2020 at 7pm.**

Dated this day 8th January 2020

Kelly Pickard

(on behalf of Swanton Morley Village Hall Trust)

Questions from the Public

Business to be Transacted

To Receive Apologies for Absence

To Receive Declarations of Interest

Minutes of 9th December 2019 to be Agreed and Signed

Matters Arising from the Minutes of 9th December 2019 (for information only)

Finance

1. To Receive Finance Report and Consider any Recommendations
2. Accounts to Approve for payment
3. Staff Payments Made (4th December – 3rd January)
4. To appoint an Internal Auditor

5. To Receive Report into the Maintenance of Swanton Morley Village Hall and Agree Actions Necessary for Improvements and Health and Safety Compliance
 - a. To receive an update report on the Bike Shelter for the Village Hall
 - b. To receive an update regarding the wear and tear of the tables and chairs
 - c. To receive an update on the Legionella Risk Plan from Mr Cawdron

6. To Receive any Correspondence Relating to the Village Hall
 - a. To receive an update on the CCTV coverage

Meeting to Be Suspended for Further Time Allocated to the Public

7. To Request Items for the Next Agenda
8. To Agree Date and Time of Next Meeting as Monday 10th February at 7pm

A MEETING OF SWANTON MORLEY PARISH COUNCIL WILL FOLLOW THIS MEETING