

SWANTON MORLEY VILLAGE HALL

Charity Registration No 1015751

Manns Lane

Swanton Morley

Dereham, Norfolk

NR20 4NP

Tel: 01362 637166

Email: parishcouncil@swantonmorley.org.uk

Twitter: @SwantonClerk



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 9th September 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 4th September 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 12th August 2019 to be Agreed and Signed
4. Matters Arising from the Minutes of 12th August 2019 (for information only)
5. Finance
 - a. To Receive Finance Report and Consider any Recommendations
 - b. Accounts to Approve for payment:

Payee	Description	Amount
TP Fire & Security	Fire Alarm maintenance contract renewal	£150.00
Screwfix	Sanding Discs/Paint	£20.88
English Security	Intruder alarm callout	£84.00
Bunzl	Cleaning supplies	£88.17
Jewson	Cabin lock	£7.18
Jewson	Surface Filler	£5.26
	TOTAL	£355.49

c. Staff Payments Made (4th August – 3rd September)

Type of Work	Total Payments Made
Cleaning & Caretaking	£702.00
TOTAL	£702.00

- d. To receive an update for a councillor to be a signatory for the Lloyds Village Hall accounts.
 - e. To receive an update on the new booking procedure
 - f. To agree the renewal of the Village Hall insurance
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 receive an update report for a bike shelter at the Village Hall.
 - b. To consider quotation from Mr Banham for the down pipe
 - c. To receive an update on the Legionella Risk Assessment
 - d. To receive an update report for the use single use plastic cups with reusable ones
 - e. To consider the wear and tear of the current tables and chairs
 - f. To consider the quotation for a replacement access card reader
7. To Receive any Correspondence Relating to the Village Hall
- a. To request donations and volunteers to assist with the MacMillan coffee morning

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 14th October at 7pm
10. To Receive Proposal to Close the Meeting to the Press and Public for Item 11 for the reason that the content of discussion relates to the position of a staff member (permitted under Section 1 para 2 of the Public Bodies (Admission to Meetings Act 1960).
11. To receive an update on the cleaning of Swanton Morley Village Hall

A MEETING OF SWANTON MORLEY PARISH COUNCIL WILL FOLLOW THIS MEETING