

# 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 9<sup>th</sup> March 2020 at 7pm.**

Dated this day 4<sup>th</sup> March 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 10<sup>th</sup> February 2020 to be Agreed and Signed

Matters Arising from the Minutes of 10<sup>th</sup> February 2020 (for information only)

#### Finance

1. To Receive Finance Report and Consider any Recommendations
2. Accounts to Approve for payment

Payee	Description	Amount
Bunzl	Cleaning Supplies	£172.32
Frappel & Knight	Boiler Service	£108.00
	<b>TOTAL</b>	<b>£280.32</b>

3. Staff Payments Made (4<sup>th</sup> February – 3<sup>rd</sup> March)
4. To Set a Date for the Finance & Governance Group to Consider the Village Hall budget 2020/2021
5. To Receive a Report on the Investigation into a Replacement Card Payment System
6. To Consider the Option of a Business Credit Card with Lloyds Bank
7. 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 a report concerning the electric blinds and agree any actions necessary
8. To consider the arrangements for the Village Hall's 25th birthday party and agree any actions necessary
9. To consider access for UK Power Networks to lay a cable across the Village Hall land
10. To consider the outbreak of Coronavirus and agree to follow the Government protocol
11. To Receive any Correspondence Relating to the Village Hall

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

12. To Request Items for the Next Agenda

13. To Agree Date and Time of Next Meeting as Monday 13<sup>th</sup> April at 7pm

14. To receive proposal to close the meeting to the press and public for item 15 for the reason that the content of discussion relates to the legal transfer of land (permitted under Section 1 para 2 of the public bodies (Admission to Meeting Act 1960).

15. To receive an update on the legal transfer of land and agree subsequent actions.

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