

SWANTON MORLEY VILLAGE HALL

Charity Registration No: 1015751
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Dated this day 16th June 2021

Kelly Pickard

(on behalf of Swanton Morley Village Hall Trust)

The next meeting of Swanton Morley Village Hall Trust will be held on Monday 21st June 2021 at 7pm at Swanton Morley Village Hall.

The public and press will be able to address the Council during the Public Participation session. 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 8th March 2021 to be Agreed and Signed
4. Matters Arising from the Minutes of 8th March 2021 (for information only)
5. Finance
 - a. To Receive Finance Report and Consider any Recommendations
 - b. Accounts to Approve for payment

Payee – April 2021	Description	Type	Amount
Viridor	Waste collection	Direct debit	£232.39
TV Licence	Monthly	Direct debit	£13.37
Swalec	Electricity	Direct debit	£500.00
Ansvar Insurance	Village Hall Insurance	Direct debit	£133.03
O2	Line rental	Direct Debit	£23.99
HMRC	Staff NI	BACS	£48.08
Staff Wages	January salary/furlough	BACS	£835.26
Scribe	Accountancy software	BACS	£345.60
J Lane	Chair recovers	BACS	£756.00
English Security	Alarm callout	BACS	£84.00
Breckland Council	Premises licence	BACS	£180.00
Mole Valley	Heating oil	BACS	£549.82
	TOTAL		£3701.54

Payee – May 2021	Description	Type	Amount
TV Licence	Monthly	Direct debit	£13.37
Swalec	Electricity	Direct debit	£500.00
Ansvar Insurance	Village Hall Insurance	Direct debit	£133.03

Bunzl	Consumables	BACS	£269.04
Screwfix	Carpet tape	BACS	£4.99
Custance & Son	Boiler repair	BACS	£498.00
M Neave	Roof repair	BACS	£150.00
Mole Valley Farmer	Maintenance (Caretaker)	BACS	£60.00
Staff remuneration	Salary/HMRC	BACS	£873.18
	TOTAL		£2501.61

Payee – June 2021	Description	Type	Amount
Viridor	Waste collection	Direct debit	£154.57
TV Licence	Monthly	Direct debit	£13.37
Swalec	Electricity	Direct debit	£500.00
Ansvar Insurance	Village Hall Insurance	Direct debit	£133.03
O2	Line rental	Direct Debit	£24.31
HMRC	Staff NI	BACS	£47.82
Jewson	Maintenance	BACS	£24.62
WAVE	Half Yr water bill	BACS	£1297.12
	TOTAL		£2194.84

- c. To Consider Items for the 2021/2022 Budget (Improvements)
- i) To consider the purchase of replacement picnic benches
 - ii) To consider the upgrade of the basketball court
 - iii) To consider replacement of outside LED lights above the bar doors
 - iv) To discuss the possibility of a loft ladder in the storage cupboard
 - v) To consider the cost of hiring a skip to clear the outdoor container
 - vi) To consider a planting area to shield the containers
 - vii) To consider the purchase of display boards for Village Hall events
 - viii) To consider the purchase of a printer for the Administrator

- d. Agree the 2021/2022 Village Hall budget

6. To Receive a 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 on the Boiler
- b. To Receive an Update on the cabin floor

7. To receive an update on the Governments Roadmap out of Lockdown

8. To Receive any Correspondence Relating to the Village Hall

Meeting to Be Suspended for Further Time Allocated to the Public

9. To Request Items for the Next Agenda

10. To Agree Date and Time of Next Meeting as Monday 13th September 2021