



East Worlington Parish Hall

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

A Meeting to be held on Thursday 8th September 2016

At 7.30pm in the East Worlington Parish Hall

AGENDA

i Present and Apologies:

ii Minutes:

- i The minutes of meeting held on Thursday 14th July 2016 to be approved and signed

iii Matters Arising:

- i Appointment of Vice-chair (outstanding from AGM)
- ii Chulmleigh Academy Trust Hall Hire Agreement (Update) – Miya
- iii Wall hanging and displays in the Hall (Update)
- iv Running the Hall – Roles / Responsibilities / Actions (Update)
- v Old floorboards and joists (Update)
- vi Front of Hall Improvements (Update)
- vii Car Park (Update)

iv Finance:

- i Treasurer's Report (for information) – Miya
- ii Charging Policy – Facilities and storage (for discussion and decision) - Steve

v Business Plan:

- i Report on Business Structures of the Parish Hall (for information) - Steve
- ii Business Plan Update (for discussion and agreed actions) – Steve
- iii Heritage Group Report (for information) - Heritage Group
- iv Emergency Plan (for information and possible actions) - Steve

vi Membership Roles and Responsibilities:

- i Sub-Committees and Groups Membership (for decision) - Steve

vii Policies:

- i Fire and H&S Risk Assessment and Checks (update) - Brian

viii Improvement and Development:

- i Kitchen Refurbishment Project: Management and Estimates (for decision) – Steve
- ii Audio / Visual Equipment Installation (for decision) – Steve, Jonny, Liz
- iii Acoustics: Issues and Solutions (for discussion and action) – Steve, Jonny, Liz
- iv Equipment purchase – NDDC Grant and Monthly Draw funds (for decision) – Steve
- v Building Works in Storeroom (for decision) - Steve
- vi Outstanding Electrical Works (for action) - Steve
- vii External maintenance (for discussion and decision) - Steve

ix Repairs and Maintenance:

- i Repairs and Maintenance Plan (for action) - Steve

x Marketing, Promotions and Communications:

- i. Marketing and Promotional Information (for discussion) – Steve, Lorna

xi Activities and Events:

- i Jazz Event 2017
- ii Quiz Night – 14th October?
- iii Community Lunch?
- iv Evening with the Auctioneer
- v Christmas at the Hall?

xii Any other Business:

- i To be notified before the meeting

xiii Date of Next Meeting:

- 7.30pm Thursday 10th November 2016