



East Worlington Parish Hall

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

A Meeting to be held on Thursday 10th March 2016

At 7.30pm in the East Worlington House

AGENDA

i Present and Apologies:

ii Minutes:

- i The minutes of the meeting held on Thursday 14th January to be approved and signed
- ii The minutes of the meeting held on Monday 8th February to be approved and signed

iii Matters Arising:

- i Hiring and Charging Policy
- ii Devon Communities Together: Hallmark 2
- iii Parish Magazine Sponsorship

iv Finance:

- i Treasurer's Report (for information) – Miya
- ii Project Funding Report (for information) - Miya
- iii Finance Policy Compliance (for information) - Miya

v Business Plan:

- i Heritage Group Report – (for information) Heritage Group

vi Membership Roles and Responsibilities:

- i Attracting New Members

vii Policies:

- i Monthly Electric and Fire Safety Testing (report) – Brian

viii Improvement and Development:

- i Conservation and Improvement Building Project Update (for information) – Steve
- ii Hall decoration (for discussion and decision) - Steve
- iii Kitchen Refurbishment Project Update (for information) - Steve
- iv Foyer and toilets visioning (for discussion) - Steve

ix Repairs and Maintenance:

- i No items

x Marketing, Promotions and Communications:

- i Publicity – (for information) Steve
- ii Parish Magazine Article – (for information) Steve

xi Activities and Events:

- i Crocus and Cream Teas Report
- ii Jazz Event (2nd July)
- iii Hall Project Completion / Launch Event (proposed date Friday 3rd June)
- iv Queen's Birthday Event (proposed date Saturday 11th June)
- v Worlympics Event (proposed date Monday 29th August – change to previous)

xii Any other Business:

xiii Date of Next Meeting:

- 7.30pm Thursday 12th May 2016
(AGM and Scheduled Committee Meeting)