



East Worlington Parish Hall

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

A Meeting to be held on Thursday 10th November 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 8 September 2016 and on Monday 10 October 2016 to be approved and signed

iii Matters Arising:

- i Wall hangings in the Hall (Update)
- ii Front of Hall Improvements (Update)
- iii Car Park and Car Parking (Update)
- iv Acoustics (Update)
- v Outstanding Electrical Works (Update)

iv Finance:

- i Treasurer's Report (for information) – Miya
- ii Charging Policy: Setting Up and Tidying Up Time (for discussion/decision) – Steve

v Business Plan:

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

vi Membership Roles and Responsibilities:

- i No item

vii Policies:

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

viii Improvement and Development:

- i Building Works in Storeroom Update – Ron
- ii Kitchen Refurbishment Project Update – Steve
- iii Audio / Visual Equipment Installation Update – Steve
- iv Organ (for decision) – Steve
- v Trestle Tables (for discussion) - Ron
- vi Equipment purchase – NDDC Grant and Monthly Draw funds (for decision) – Steve
- vii External maintenance (for discussion and decision) - Steve

ix Repairs and Maintenance:

- i Repairs and Maintenance Plan (Any issues for the list?) - Steve

x Marketing, Promotions and Communications:

- i. New Residents Welcome Information Pack (for information) – Steve

xi Activities and Events:

- i November Sunday Brunch
- ii December Community Lunch - Invitees
- iii 'Call My Bluff' Evening with the Auctioneer – Publicity
- iv Pub Night 3rd December – Actions?
- v Christmas at the Hall

xii Any other Business:

- i To be notified before the meeting

xiii Date of Next Meeting:

- 7.30pm Thursday 12th January 2017