



# East Worlington Parish Hall

## EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

A Meeting to be held on Thursday 14<sup>th</sup> January 2016

At 7.30pm in the East Worlington Primary School

### AGENDA

**i Present and Apologies:**

**ii Minutes:**

- i The minutes of the meeting held on Thursday 12<sup>th</sup> November to be approved and signed

**iii Matters Arising:**

- i Monthly Draw

**iv Finance:**

- i Treasurer's Report (for information) – Miya
- ii Update on Grants and Funding (for information) – Steve
- iii Fund-raising strategies (for discussion and decision) - Steve
  - a. Parish Information and Appeal
  - b. Company Sponsorship Appeal
  - c. Artist donations and sale
  - d. Crowd-funding
  - e. Reaching Communities (National Lottery)

**v Business Plan:**

- i Heritage Group Report – (for information) Heritage Group
- ii Hiring and Charging Policy – (for discussion and decision) – Lorna
- iii Storing equipment and Hall allowed use – (for discussion) Steve
- iv Devon Communities Together: Hallmark 2 – (for discussion and decision) –Steve
- v Parish Magazine Sponsorship (for discussion and decision) - Steve

**vi Membership Roles and Responsibilities:**

- i Attracting New Members – (for discussion) All

**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 Branding – naming the Hall / features (for discussion and decision)
- iii Hall decoration (for discussion and decision)
- iv Soft furnishings (for discussion and decision)
- v Kitchen Refurbishment Project (for discussion and decision)

**ix Repairs and Maintenance:**

- i No items

**x Marketing, Promotions and Communications:**

- i Publicity – (for information) Steve
- ii Devon Together (CCD) Article (for information) Steve

**xi Activities and Events:**

- i Hall Project Completion / Launch Event (for discussion and decision)
- ii 2016 Events (See attached sheet)

**xii Any other Business:**

**xiii Date of Next Meeting:**

- 7.30pm Thursday 10<sup>th</sup> March 2016

- 7.30pm Thursday 12<sup>th</sup> May 2016  
(AGM and Scheduled Committee Meeting)