



East Worlington Parish Hall

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

A Meeting to be held on Thursday 14th July 2016

At 7.30pm in the East Worlington Parish Hall

AGENDA

i Present and Apologies:

ii Minutes:

- i The minutes of the meeting held on Thursday 12th May 2016 to be approved and signed

iii Matters Arising:

- i Fixtures and displays in the Hall
- ii Selling timber / Tidying stored equipment
- iii Discussions with school
- iv Car Park update

iv Finance:

- i Treasurer's Report (for information) – Miya
- ii Business Plan Review (document attached) (for discussion) - Steve

v Business Plan:

- i Heritage Group Report (for information) - Heritage Group
- ii Parish Hall Administration Calendar (for information) - Steve
- iii Running the Hall – Roles / Responsibilities / Actions (document attached) (for discussion and decision) - Steve

vi Membership Roles and Responsibilities:

- i New Members

vii Policies:

- i Fire and H&S Risk Assessment Updating (for action) - Steve

viii Improvement and Development:

- i Hall Furniture and Displays (for discussion and decision) - Steve
- ii Hall to do list (document attached) (for discussion and action) - Campie
- iii Kitchen Refurbishment Project: Project Management and Estimates (for discussion and decision) – Steve
- iv Audio/visual equipment for the Hall (document attached) (for discussion and action) – Steve
- v External maintenance, refreshing and upgrading (document attached) (for discussion and action) - Steve

ix Repairs and Maintenance:

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

x Marketing, Promotions and Communications:

- i Publicity – (for information) Steve / Lorna

xi Activities and Events:

- i Jazz Event - Thanks
- ii Worlympics Event (Monday 29th August) programme to be tabled
- iii Quiz Night
- 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 8th September 2016