



East Worlington Parish Hall

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

A Meeting to be held on Thursday 12th May 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 10th March 2016 to be approved and signed
- ii The minutes of the meeting held on Tuesday 29th March 2016 to be approved and signed
- iii The minutes of the Extra-ordinary meeting held on Friday 29th April 2016 to be approved and signed

iii Matters Arising:

iv Finance:

- i Treasurer's Report (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 Hiring and Charging Policy (for decision) - Lorna

viii Improvement and Development:

- i Lighting and Flooring Decision (Confirmation understanding of decision) - Steve
- ii Conservation and Improvement Building Project (Update and Review) – Steve
- iii Hall Furniture and Displays (for discussion and decision)
- iv Hall Grand Opening – Friday 3rd June (for information)
- v Kitchen Refurbishment Project: Project Management and Estimate (for discussion and decision) - Steve

ix Repairs and Maintenance:

- i No items

x Marketing, Promotions and Communications:

- i Publicity – (for information) Steve

xi Activities and Events:

- i Jazz Event (2nd July) (for information)
- ii Queen's Birthday Event (Saturday 11th June) (for discussion and decision)
- iii Worlympics Event (Monday 29th August) (for discussion and decision)

xii Any other Business:

- i To be notified before the meeting

xiii Date of Next Meeting:

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| • 7.30pm Thursday 14 th July 2016 | • 7.30pm Thursday 12 th January 2017 |
| • 7.30pm Thursday 8 th September 2016 | • 7.30pm Thursday 9 th March 2017 |
| • 7.30pm Thursday 10 th November 2016 | • 7.30pm Thursday 11 th May 2017
(AGM followed by Committee meeting) |