



East Worlington Parish Hall

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

A Meeting to be held on Thursday 11th May 2017

At 7.30pm in the East Worlington Parish Hall

AGENDA

i Present, Apologies and Welcomes:

ii Minutes:

- i The minutes of meeting held on Thursday 09th March 2017 to be approved and signed

iii Matters Arising:

- i Environmentally-friendly policy and strategy
- ii Window blinds
- iii Showing Films
- iv Installation of A/V cables – painting the walls

iv Finance:

- i Treasurer's Report (for information) – Miya
- ii Thatching Fund – Allocation to Restricted Fund (for decision) - Miya
- iii HLF Grant Application (for information) – Steve
- iv Batsworthy Wind Farm Community Grant (for information) - Steve
- v Audio / Visual Equipment - moving of projector (for decision) – Steve
- vi Timber Pelmet to Hide Screen (for decision) - Steve
- vii Brackets for Storeroom (for decision) - Steve

v Business Plan:

- i Updated Business Plan (for approval) – Steve
- ii Updated Maintenance Schedule (for approval) – Steve
- iii Heritage Learning Centre – Storing the archive of documents and artefacts including crockery (for decisions) – Steve
- iv Donation of mugs and plastic cups (for information and action) - Steve

vi Membership Roles and Responsibilities:

- i No items

vii Policies:

- i Fire and H&S Risk Assessment and Checks (for information) – Brian
- ii School Hire of Hall (for decision) - Lorna

viii Improvement and Development:

- i Windows to Front of Hall (for information) - Steve
- ii Kitchen Project (for discussion) – Steve
- iii Snagging List for Parish Hall (for information) – Steve
- iv External Render – Community Appeal (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. Parish Hall Newsletter (for discussion) - Steve

xi Activities and Events:

- i Barn Dance
- ii Jazz by the River
- iii Sir Hugh's Community Walk

xii Any other Business:

- i To be notified before the meeting

xiii Date of Next Meeting

- i 11th May 2017 (including AGM)
- ii 13th July 2017
- iii 14th September 2017
- iv 09th November 2017