



East Worlington Parish Hall

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

A Meeting to be held on Thursday 12th January 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 10 Nov. 2016 to be approved and signed

iii Matters Arising:

- i Welcome Pack
- ii Car Park – Maintenance and Repair, Insurance liabilities
- iii Organ
- iv Trestle Tables
- v Glazed door drafts
- vi External electrical sockets

iv Finance:

- i Treasurer's Report (for information) – Miya
- ii Jazz Stage Improvements – Approval of Expenditure
- iii Window blinds purchase – Grants and Monthly Draw funds (for decision) – Steve

v Business Plan:

- i Heritage Group Report:
 - a. Cob Wall and Lime Plastering Workshop; (for Action)
 - b. Creative Writing Workshop; (for Action)
 - c. Art Workshop; (for Action)
 - d. Recipe Book Project (for Action)
- ii Environmental Health Compliance (for Action) - Lorna
- iii Heritage Lottery Project Plan (for Approval, Support, Shaping) - Steve

vi Membership Roles and Responsibilities:

- i School / Academy
- ii Parochial Church Council
- iii Women's Institute

vii Policies:

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

viii Improvement and Development:

- i Building Works in Storeroom Update (for information) – Ron, Steve
- ii Project Planning for Building Works: The Project Structure (for decision) - Steve
- iii Building Works Planning Team (for decision) - Steve
- iv Kitchen Refurbishment – Strategic Planning (for decision) – Jonny, Steve
- v Acoustics: Commission Report (for decision) - Steve
- vi Audio / Visual Equipment Installation (for decision and action)– Steve
- vii Showing Films Implications – (for information) Rachel

ix Repairs and Maintenance:

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

x Marketing, Promotions and Communications:

- i. Marketing and Promotions Strategy 2017 Action Plan page 4 (for discussion and decision) – Steve

xi Activities and Events:

- i 'Call My Bluff' Evening with the Auctioneer
- ii Crocus and Cream Teas
- iii Jazz by the River
- iv Sir Hugh's Community Walk

xii Any other Business:

- i Table Tennis Tables