



# East Worlington Parish Hall

## EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

A Meeting to be held on Thursday 14<sup>th</sup> September 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 13<sup>th</sup> July 2017 to be approved and signed
- iii Matters Arising:**
  - i Role of Treasurer Updates
  - ii Table Tennis Club
  - iii Showing Films
  - iv Storeroom Shelves and Inventory
  - v Trap Door and Ladder to Balcony
  - vi Heritage Learning Centre – Storing the archive of documents and artefacts
- iv Finance:**
  - i Treasurer's Report (for information) – Miya
  - ii Project Finance Authorisation (for decision) – Miya/Steve
- v Business Plan:**
  - i Heritage Lottery Fund Project Launch – Steve
    - a. Community Certificate of Achievement 2013/2016 (for information)
    - b. Community Competition – Name the Kitchen (for decision)
    - c. Heritage Project Monthly Community Question (for information)
  - ii Kitchen Project (for information) - Steve
    - a. Report on Project Progress
    - b. Project Management
    - c. Kitchen Design
    - d. Disruption to use of Hall
- vi Membership Roles and Responsibilities:**
  - i No items
- vii Policies:**
  - i Fire and H&S Risk Assessment and Checks (for information) – Brian
  - ii Environmental Policy (for decision) - Steve
- viii Improvement and Development:**
  - i External Render and Windows Project Management (for decision) - Steve
- ix Repairs and Maintenance:**
  - i Hall Cleaning -
  - ii Repairs and Maintenance Plan (Any issues for the list?) - Steve
- x Marketing, Promotions and Communications:**
  - i. Publicity Fliers - Steve
  - ii. Heritage Project Publicity - Steve
- xi Activities and Events:**
  - i Knights of Witheridge – Tractor Push Event
  - ii Quiz Night
  - iii Christmas Programme
    - a. Xmas Tree
    - b. Xmas: Decorating the Hall
    - c. Xmas Music Quiz Night
    - d. Xmas Community Lunch
    - e. Xmas Brunch
- xii Any other Business:**
  - i To be notified before the meeting
- xiii Date of Next Meeting**
  - i 09<sup>th</sup> November 2017