



East Worlington Parish Hall

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

A Meeting to be held on Thursday 13th July 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 11th May 2017 to be approved and signed

iii Matters Arising:

- i Role of Treasurer Updates
- ii Vice-chair (Events) and (Projects)
- iii Showing Films
- iv Installation of A/V Equipment
- v Timber Pelmet to Hide Screen
- vi Storeroom Shelves
- vii Heritage Learning Centre – Storing the archive of documents and artefacts

iv Finance:

- i Treasurer's Report (for information) – Miya
- ii Jazz Event Finance (for information) - Miya
- iii Donation to Children's Hospice South West (for decision) – Steve
- iv Jazz Event: Thanks, Communications and Future Plans (for decision) - Steve
- v Knights of Witheridge Donation (for information) - Steve

v Business Plan:

- i Heritage Lottery Fund Project Finance (for information) – Steve
- ii Heritage Lottery Fund Project Launch and Celebration (for decision) – Steve
- iii Kitchen Project (for decision) Steve
 - a. Budgets
 - b. Project Management
 - c. Monitoring Arrangements
 - d. Contractor Selection
 - e. Extra-ordinary Meeting
 - f. Disruption to use of Hall
- iv Table Tennis Club

vi Membership Roles and Responsibilities:

- i No items

vii Policies:

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

viii Improvement and Development:

- i Windows to Front of Hall (Update) - Jonny
- ii External Render – Next Actions? - 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 (update) - Steve

xi Activities and Events:

- i Bingo Evening
- ii Quiz Night

xii Any other Business:

- i To be notified before the meeting

xiii Date of Next Meeting

- i 14th September 2017
- ii 09th November 2017