



East Worlington Parish Hall

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

A Meeting to be held on Thursday 8th November 2018

At 7.30pm in the East Worlington Parish Hall

AGENDA

i Present, Apologies, Resignation and Welcomes:

- i. Rachel Jenkins

ii Minutes:

- i The minutes of meeting held on Thursday 13th September 2018 to be approved and signed

iii Matters Arising:

- i Projects – Strategic Overview Update – Steve
- ii Dishwasher Fault Update
- iii Devon Communities Together Advertising - Maxine
- iv Digital display screen purchase - Steve

iv Finance:

- i Treasurer's Report (for information) – Patrick
- ii Payment for Cleaner – Minimum Wage (for decision) - Patrick
- iii Release Hall Project Retention Funds (for information) – Steve
- iv Grants – Garfield Weston Anniversary Fund (for information) - Steve
- v Grants – Chairs (update / decision) - Steve

v Business Plan:

- i Heritage Lottery Project (for information) – Steve

vi Membership Roles and Responsibilities:

- i Forward Planning – Trustee Recruitment

vii Policies:

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

viii Improvement and Development:

- i Front Foyer, Toilet and Storage Project (update) – Steve / Jonny / Patrick

ix Repairs and Maintenance:

- v Repairs and Maintenance Report (verbal update) - All

x Marketing, Promotions and Communications:

- i. Publicity – HLF
- ii. Publicity – Garfield Weston

xi Activities and Events:

- i Teddy Bear Auction - Liz
- ii Heritage Display (11.11.18) – Liz and Sandy
- iii Community Quiz 23rd November - Steve
- iv Christmas Lunch
- v Christmas Tree
- vi Christmas Pub Night (15.12.18)
- vii Crocus and Cream Teas (03.03.19 and 10.03.19)
- viii Century as a Parish Hall Celebration Event (16.03.19)
- ix Magician
- x Stucley Estate Daffodil/Bluebell Walk
- xi Jazz by the River (13.07.19)

xii Any other Business:

- i To be notified before the meeting

xiii Date of Next Meeting

- i. 10th January 2019
- ii. 14th March 2019
- iii. 09th May 2019