



East Worlington Parish Hall

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

A Meeting to be held on Thursday 11th January 2018

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 9th November 2017 to be approved and signed

iii Matters Arising:

- i Projects – Strategic Overview Update (for information) - Steve
- ii External Render and Windows Project Update (for information) – Steve / Patrick

iv Finance:

- i Treasurer's Report (for information) – Patrick / Miya
- ii Annual Insurance Cover £1029.32 p (Approve Expense) – Steve / Patrick
- iii 2 p Collection Update *11,970 coins - £239.40* (for information and decision) – Steve
- iv Conservation Appeal – Poster Attached (for decision) – Steve
<http://www.eastworlingtonparishhall.btck.co.uk/ConservationAppeal>
- v Fund-raising events (Crocus and Cream Teas and Jazz by the River) (Actions)

v Business Plan:

- i Kitchen Project Update (for information) - Steve
- ii Heritage Lottery Report (for information) – Steve
- iii Review of Welcome Information Pack (for decision) - Steve

vi Membership Roles and Responsibilities:

- i Maintenance and Caretaking (maintain focus) Steve

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 Development (for discussion) – Jonny/Steve

ix Repairs and Maintenance:

- i Drain Outside Parish Hall (for action)
- ii Manhole Cover in Car Park (to report)
- iii Heating – Thermostat Issue (to report)

x Marketing, Promotions and Communications:

- i. Heritage Kitchen Project Information and Communications – Steve
(Newsletter; Blog; Facebook; Twitter; Website, Parish Magazine)

xi Activities and Events:

- i Christmas Programme Review
- ii 2018 Activities and Events Programme

xii Any other Business:

- i To be notified before the meeting

xiii Date of Next Meeting

- i **8th March 2018**
- ii 10th May 2018
- iii 12th July 2018
- iv 13th September 2018
- v 8th November 2018