



# East Worlington Parish Hall

## EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

A Meeting to be held on Thursday 12<sup>th</sup> July 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 10<sup>th</sup> May 2018 to be approved and signed

**iii Matters Arising:**

- i Transfer of Land (Car Park) – Steve
- ii Projects – Strategic Overview Update – Steve
- iii Trustees Annual Report - Steve

**iv Finance:**

- i Treasurer's Report (for information) – Patrick
- ii Business Financial Forecast (for information) - Patrick
- iii Grants Update (verbal - for information) - Steve.

**v Business Plan:**

- i Strategic Plan 2018 – 2021 (update) - Steve
- ii Heritage Lottery Project Report (for information) – Steve
- iii Celebrating 100 Years as a Parish Hall Programme – (for discussion) Steve

**vi Membership Roles and Responsibilities:**

- i None

**vii Policies:**

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

**viii Improvement and Development:**

- i Render and Windows Project (Verbal Progress Report) – Steve / Jonny
- ii Front Foyer, Toilet and Storage Project (Verbal Progress Report) – Steve / Jonny
- iii Start Chairs and Tables Planning (for discussion) - All

**ix Repairs and Maintenance:**

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

**x Marketing, Promotions and Communications:**

- i. No items

**xi Activities and Events:**

- i Winnie's Quiz
- ii Teddy Bear Auction
- iii Community Quiz
- iv Christmas Activities

**xii Any other Business:**

- i To be notified before the meeting

**xiii Date of Next Meeting**

- i. **13<sup>th</sup> September 2018**
- ii 8<sup>th</sup> November 2018