



# East Worlington Parish Hall

## EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

A Meeting to be held on Thursday 13<sup>th</sup> September 2018

At 7.30pm in the East Worlington Parish Hall

### AGENDA

**i Present, Apologies, Resignation and Welcomes:**

**ii Minutes:**

- i The minutes of meeting held on Thursday 12th July 2018 to be approved and signed

**iii Matters Arising:**

- i Projects – Strategic Overview Update – Steve
- ii Transfer of Land (Car Park) Update – Steve
- iii Chairs (Estimate)
- iv Card Tables
- v Reseal Hall Floor (Estimate) Attached

**iv Finance:**

- i Treasurer's Report (for information) – Patrick
- ii [Income v Expenditure - Patrick](#)
- iii Invoice for Dishwasher Repair – Confirm Expenditure - Patrick
- iv [Release Hall Project Retention Funds - Steve](#)
- v Purchase Approval for Heritage Project – Agreeing Ownership - (Living Images 21-Inch Memory View Digital Photo Frame) £215.99 - Steve

<https://www.digitalframesdirect.com/living-images-21-inch-memory-view-digital-photo-frame/>

**v Business Plan:**

- i Heritage Lottery Project Verbal Report (for information) – Steve
- ii [Storage – Pilates / School - Steve](#)

**vi Membership Roles and Responsibilities:**

- i Forward Planning

**vii Policies:**

- i Fire and H&S Risk Assessment and Checks (for information) – Brian
- ii H&S Monitor condition of chairs and tables - Steve

**viii Improvement and Development:**

- i Kitchen Project – Chartered Building Surveyor Report Required (for info) - Steve
- ii Render and Windows Project (Verbal Progress Report) – Steve / Jonny
- iii Front Foyer, Toilet and Storage Project Update – Steve / Jonny / Patrick

**ix Repairs and Maintenance:**

- i Dishwasher Fault
- ii Repairs and Maintenance Report (verbal update) - All

**x Marketing, Promotions and Communications:**

- i. Newsletter Update – Steve
- ii. Welcome Pack Update – Steve

**xi Activities and Events:**

- i Winnie's Quiz
- ii Teddy Bear Auction
- iii Community Quiz
- iv Christmas Activities
- v [Christmas Lunch](#)
- vi Century as a Parish Hall Celebration Event
- vii Crocus and Cream Teas (Dates)
- viii Jazz by the River (Date)

**xii Any other Business:**

- i To be notified before the meeting

**xiii Date of Next Meeting**

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