



East Worlington Parish Hall

EAST WORLINGTON PARISH HALL TRUSTEES / MANAGEMENT COMMITTEE

COMMITTEE MEETING

Date: **Thursday 10th September 2020**
Time: **7.30 pm**
Venue: **Via Zoom due to COVID 19**

AGENDA

1. Welcome and apologies
2. Approval of Minutes of Meeting 09th July 2020
3. Matters Arising
 - a. Hall Security and Unlocking/Locking – key safe (update)
 - b. Defibrillator (update)
 - c. Website (update)
4. Finance Report (for information)
5. Coronavirus and Hall (for discussion and decisions)
 - a. Questions for the Committee (*document provided with the agenda*)
 - b. Risk Assessment (*document provided with the agenda*)
 - c. Opening the Hall Guidance (*document provided with the agenda*)
6. Strategic Business and Improvement Plan

Note: At the March meeting the Committee agreed developing a long-term business and improvement plan was preferred to adopting a piecemeal meeting by meeting approach to business and improvement decisions. It was agreed the starting point should be a community consultation through a Community Questionnaire Survey.

 - a. Timeline (for discussion and decision) (*document provided with the agenda*)
 - b. Community Survey (for information) (*information previously circulated*)
 - c. Committee Vision / Ambition (for discussion)
7. Monthly Draw – Facility Purchase for 2020 (for discussion and decision)

Note: When we started the Monthly Draw, the Committee decided every year the associated income should directly contribute to the purchase of facilities of benefit to community use. What will the 2020 income contribute to?
8. H&S / Fire Safety Checks (for information)
9. Maintenance (for discussion and decision)
 - a. Main door
 - b. Crack in external render
10. AOB
11. Date of Next Meeting
12th November 2020