



East Worlington Parish Hall

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE

A Meeting to be held on Thursday 16th January 2020

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 September 2019 to be approved and signed
- iii Matters Arising:**
 - i Hallmark Achievement and Celebration (update / decision) – Maxine/Steve
 - ii 2ps collection (update) – Liz
 - iii Land Transfer (update) – Steve, Campie
 - iv Defibrillator (update) – Steve, Campie, Brian
 - v New Chairs (update) – Steve
- iv Finance:**
 - i Treasurer's Report (for information) – Nigel
 - ii Foyer Project and External Area Project Budget (for information) – Nigel /Steve
- v Business Plan:**
 - i Business Plan and Strategy 2020 / 2025 and Future Committee Arrangements (discussion, decisions and actions) – Steve / Nigel
 - ii Future arrangements for Heritage/History Group (discussion / decision) - Steve
 - iii Meeting Community Needs (discussion) – Steve
 - iv Emergency Plan Hub (discussion / decision) - Steve
 - v Heritage Centre Wall Display (discussion / decision) - Liz
- vi Membership Roles and Responsibilities:**
 - i Role of Chair – Future Arrangements (for action) - Steve
 - ii Community Hub: Services Provided – (Welcome Pack / Website / Email distribution / Publicity) (for action) - Steve
- vii Policies:**
 - i Electrical and Fire Safety Training by DART Electrics (Update) – Steve
 - ii Fire and H&S Risk Assessment and Checks (for information) – Brian
- viii Improvement and Development:**
 - i Car Parking (Discussion)
 - ii Websites Review (Update) - Steve
- ix Repairs and Maintenance:**
 - i Repairs and Maintenance Report (verbal update) – All
- x Marketing, Promotions and Communications:**
 - i Posters for events (discussion and decision) – Campie
 - ii Parish Hall Publicity (discussion and decision) – Steve
 - iii Articles for Annual Parish Magazine (discussion and decision) – Steve
- xi Activities and Events:**
 - i Committee Events Programme 2020
 - ii Crocus and Cream Teas
 - iii Rock, Jazz and Blues Event
 - iv Bluebell Walk?
- xii Any other Business:**
 - i To be notified before the meeting
- xiii Date of Next Meeting**
 - i Thursday 12th March 2020