

# **AGENDA**

## **Wenhaston Village Hall Management Committee Meeting**

**Tuesday 13<sup>th</sup> March 2018 in the Maurice Stammers Committee Room at 7pm**

- 1. Welcome and Apologies – Sally**
- 2. Minutes of the last Committee Meeting - Sally**
- 3. Matters arising – Sally**
- 4. Committee members and village representatives - Sally**
- 5. Financial Report – Steve/Sally**
- 6. Bookings Report – Jane**
- 7. 100 Club Report - Trish**
- 8. Café update - Richard**
- 9. Maintenance group Report - Richard**
- 10. Entertainments Group Report - Carol/Sally**
- 11. Quotes received**
  - a. Hall roof – quotes and situation – Sally**
  - b. Stage curtains – quote – Sally**
  - c. Hall floor – quote – Sally**
- 12. Fire Risk assessment/actions - Sally**
- 13. Adopt Policy documents - Sally**
- 14. Post Office lease renewal and rent review update - Sally**
- 15. Review of remuneration to the Booking Secretary – all**
- 16. Village Hall Car Park and paving update – Sally**
- 17. Hall hire rates and other issues - Sally and Jane**
- 18. Conditions of hire/booking form - Sally and Jane**
- 19. Correspondence**
- 20. AOB - Fire Training tomorrow, Wed 14<sup>th</sup> March at 2pm**
- 21. Date of the AGM – 28<sup>th</sup> March 7.30pm with a short meeting afterwards.**