



Mrs Tracey Davidson  
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**To all members of the Hall Management Committee**

You are hereby summoned to attend a meeting of the Village Hall Management Committee at the Village Hall, Mill Lane, Bluntisham, on Wednesday 21<sup>st</sup> September 2016, at 8.15 pm for the purpose of transacting the following business:

**Members of the public are invited to address the Committee during the Open Forum from 8.15 – 8.30 pm.**

**AGENDA**

- 26 Declaration of Interest for items on the Agenda
- 27 Apologies for absence
- 28 Co-opt member onto HMC
- 29 Minutes of the meeting dated 17 August 2016 to be approved and signed
- 30 Matter arising from previous minutes
- 31 Advertising – costs & flyers
- 32 Finance – TOR changes
- 33 Holiday Cover
- 34 Fund raising events 2016:
  - Craft Fair – 19<sup>th</sup> November
  - Traditional Arts Theatre Company
  - Sunday Brunch – 16<sup>th</sup> October
- 35 Village Hall Maintenance:
  - Interior decorating
  - School bell
  - Dishwasher
  - Wheelie bin store – mid post broken
  - External door – closer
  - Internal away changing rooms – closer missing
  - Home changing rooms – door slams
  - Boiler house door in old changing rooms
- 36 Finance:
  - FY 2016/17 – review bookings v cost of year to date
  - FY 2016/17 – review enquiries v bookings taken
- 37 Any other matters for consideration
- 38 Date of next meeting

Signed

*Tracey Davidson*  
Parish Clerk