



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 Old Village Hall, Mill Lane, Bluntisham, on Monday 12th June 2017 at 8.00 pm for the purpose of transacting the following business:

Members of the public are invited to address the Committee during the Open Forum from 8.00 – 8.15 pm.

AGENDA

- 1 Election of Chairman
- 2 Members to sign terms of reference
- 3 Declaration of Interest for items on the Agenda
- 4 Apologies for absence
- 5 Minutes of the meeting dated 10th April 2017 to be approved and signed
- 6 Matter arising from previous minutes
- 7 Village Hall Fees – review
- 8 Fund raising events 2017 update and suggestions for new:
 - 90's Quiz – 15th July
 - Britain on tour – film update and suggested dates
 - Pop up restaurant – 20 September
 - Puzzle night – 23rd September
- 9 Village Hall Maintenance:
 - New tables
 - PAT testing
 - Drains
 - CCTV Operating procedures
 - Kitchen hygiene
 - Maintenance logs – H&S, Fire,
 - Pitch maintenance and hedge cutting
- 10 Finance:
 - FY 2017/18 – review bookings v cost of year
 - Budget update
- 11 Any other matters for consideration
- 12 Date of next meeting

Signed

Tracey Davidson
Parish Clerk