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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 Monday 14<sup>th</sup> July 2014, 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**

- 795 Declaration of Interest for items on the Agenda
- 796 Apologies for absence
- 797 Minutes of the meeting dated 19<sup>th</sup> May 2014 to be approved and signed
- 798 Matter arising from previous minutes
- 799 Finance:
  - a) FY 2014/15: review bookings v. cost for year to date
- 800 Hall Maintenance:
  - a) Potential Rising damp – outside slabs update
  - b) Water pump - update
  - c) Health & Safety report - update
- 801 Village Hall Management:
  - a) Update on hall issues as required
- 802 Voluntary work
- 803 Hall Enquiries & % of bookings made
- 804 Hall Management Terms of Reference
- 805 Any other matters for consideration
- 806 Date of next meeting

Signed.....

Parish Clerk