

BURSTWICK VILLAGE HALL

Village Hall Clerk: Mr A James

Tel No: 01964 625007

Email: villagehall@burstwickpc.co.uk

To members of the Village Hall Committee

You are requested to attend a committee meeting at All Saints Church on 6th March 2019 at 7.30pm to transact the following business.

Andy James Village Hall Clerk Issued on: 1st March 2019

AGENDA

- 2019/03/01 To note apologies for absence
- 2019/03/02 Members to disclose their interests in matters to be discussed
- 2019/03/03 To confirm the minutes of the meeting held on 22nd November 2018
- 2019/03/04 Matters arising from the minutes
- 2019/03/05 Clerk and Committee member updates
- 2019/03/06 To review committee membership in line with the terms of reference
- 2019/03/07 To discuss key holders and agree to fit new lock to main door if needed
- 2019/03/08 To agree to submit a grant application for equipment to support the new exercise class
- 2019/03/09 To review bank mandate
- 2019/03/10 Discuss and agree changes to the booking form
- 2019/03/11 To discuss forming a working group to progress the upgrade of the toilets project
- 2019/03/12 Update on repairs / maintenance / Health & Safety
- 2019/03/13 Agree schedule of receipts and payments
- 2019/03/14 Items for next meeting

The next meeting of Burstwick Village Hall Management Committee will be confirmed at a later date

