



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 Monday 11th July 2016, 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 Declaration of Interest for items on the Agenda
- 2 Apologies for absence
- 3 Election of Chairman
- 4 Members to sign Terms of Reference
- 5 Co-opt non parish councillors to committee
- 6 Minutes of the meeting dated 15th February 2016 to be approved and signed
- 7 Matter arising from previous minutes
- 8 Community Event 2016 – Beer Festival
- 9 Review Annual rent – Blasters
- 10 Potential projects – village hall patio extension
- 11 Fund raising events 2016:
 - Craft Fair – 19th November
 - Traditional Arts Theatre Company
- 12 Village Hall Maintenance:
 - Gardener
 - Boiler
 - PAT test - results
 - New fans – PAT testing failure
 - Roof leak
 - H & S – COSHH sheets
 - Old Village Hall - repairs
- 13 Finance:
 - FY 2016/17 – review bookings v cost of year to date
 - FY 2016/17 – review enquiries v bookings taken
 - Pricing of gas from ESPO for 16/17
- 14 Any other matters for consideration
- 15 Date of next meeting

Signed

Tracey Davidson
Parish Clerk