

HAZELBURY BRYAN VILLAGE HALL

Reg. Charity No.219279

VILLAGE HALL MEETING 7.30pm 4th NOVEMBER 2024 AGENDA

1. Apologies for Absence
2. Approval of minutes from last meeting
3. Matters Arising
4. Welcome new member
5. Public Open Session - of up to 15 minutes to allow members of the public to bring matters to the attention of the committee
6. Financial Report - monthly income and expenditure, balance in accounts, update on credit card facility
7. Parish Council Report
8. Strategic Plan - update and management of
9. Grants, Fund raising, Donations - clothing sale update, Christmas quiz update, other ideas for the new year
10. Reports from User Groups - update on representatives for all user groups, new user groups
11. Hallmark - confirmation of assessment date and time - outstanding work required (Finance policy, Hall Hiring Agreement (amendments, booking form and cancellation policy), Floorplan, RA, list of all work undertaken
12. Policies- progress on approvals, Hallmark outstanding work, other Policies, maintenance of Policies
13. Wi-Fi - PV panels link
14. H&S - Risk Assessment, evacuation plan, fire risk assessment, feedback from Fire RA, progress on regular checklist
15. Heating system - feedback on servicing, best practice
16. Maintenance - further decorating dates, Forecourt work, clearing weeds and gutters, Toilets - toilet roll holders, toilet brushes, bins for toilets, Kitchen - decorating, PAT testing
17. Marketing - website, update on Facebook and Instagram pages
18. Committee Members - Recruitment of more new committee members
19. AOB