



WINTERTON-ON-SEA VILLAGE HALL

Chairman: Vacant

Clerk to the Council: Mrs Catherine Moore BSc FSLCC
Jubilee Farm, Fleggburgh Road, Rollesby, Norfolk NR29 5HH
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VILLAGE HALL COMMITTEE

NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of Winterton-on-Sea Village Hall Committee at 10am on Monday 16th September 2019 at Winterton Village Hall.

Catherine Moore - Parish Clerk

10th September 2019

The business to be transacted at the meeting is as follows:-

1. **Election of Chairman**
2. **Attendance and Apologies for Absence**
3. **Declarations of interest for items on the agenda**
4. **Minutes of the meeting held on 20th August 2019**
5. **Matters arising from the minutes (where not listed elsewhere on the agenda)**
 - a. Purchase of recycling separator bin
 - b. Electricity contract - update
6. **Public Participation**
7. **Finance**
 - a. Village Hall Accounts
 - b. Payments for Approval:
 - i. FlameSkill Fire Extinguisher Servicing £122.46
 - ii. 901 Marine Cadets Fete Expenses £26.38
8. **Maintenance and Risk Assessment**
 - a. Regular maintenance - any new requirements
 - b. Fire door
 - c. Decorating and flooring in toilets and corridor
 - i. Price for skirting boards
 - ii. Volunteer to oversee installation of floor and skirting boards
 - d. General improvements to Hall
 - i. Removal and decommissioning of shower, levelling of trip hazard (bund) in shower cupboard
 - ii. Replacement chairs
 - iii. Blinds to replace curtains
 - iv. Replacement janitorial equipment and supplies
9. **Events and Fundraising**
 - a. Report from the Fundraising Co-ordinator
 - i. Report on Late Summer Fayre
 - b. Future events
 - i. Christmas Fayre
 - ii. Salvation Army Collection
 - iii. Other events
10. **Other Matters**
 - a. None
11. **Date of Next Meeting: Tuesday 15th October 2019, 11am, Winterton Village Hall**