



WINTERTON-ON-SEA VILLAGE HALL

Chairman: Mr Eric Lund

Clerk to the Council: Mrs Catherine Moore BSc FSLCC
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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 11am on Thursday 25th July 2019 at Winterton Village Hall.

Catherine Moore - Parish Clerk

19th July 2019

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

1. **Attendance and Apologies for Absence**
2. **Declarations of interest for items on the agenda**
3. **Minutes of the meeting held on 16th June 2019**
4. **Matters arising from the minutes (where not listed elsewhere on the agenda)**
 - a. Notice board access - update
 - b. Deep clean / hirers equipment / Hall inventory- update
 - c. Replacement of fridge and purchase of recycling separator bin
5. **Finance**
 - a. Village Hall Accounts
 - b. Payments for Approval:
 - i. V Parker Cleaning £58.50
6. **Maintenance and Risk Assessment**
 - a. Regular maintenance - any new requirements
 - b. Fixed wire inspection - update and quote for works
 - c. Fire door
 - d. General improvements to Hall and further cleaning / equipment requirements
 - e. Damp in kitchen
 - f. Decorating and flooring in toilets and corridor
7. **Events and Fundraising**
 - a. Report from the Fundraising Co-ordinator
 - b. Future events
 - i. Late Summer Fayre & Dog Show
 - ii. Garage Sale
 - iii. Christmas Fayre
 - iv. Salvation Army Collection
8. **Ongoing Matters**
 - a. Recruitment of Caretaker
 - b. Electricity Contract
 - c. Review hiring terms and conditions
9. **New Matters**
 - a. Account for cleaning consumables
 - b. Damage deposits for casual hire
 - c. Feedback from hirers
 - d. Sleepers on muddy patch outside Village Hall
10. **Date of Next Meeting: Tuesday 20th August 2019, 11am, Winterton Village Hall**