



# WINTERTON-ON-SEA VILLAGE HALL

Chairman: Chris Barlow (Tel: 01493 393674)

Clerk to the Council: Mrs Catherine Moore BSc FSLCC  
Jubilee Farm, Fleggburgh Road, Rollesby, Norfolk NR29 5HH  
Tel: 07918 978921; Email: clerkwinterton@gmail.com

## VILLAGE HALL MANAGEMENT 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 Tuesday 15th January 2019 at Winterton Village Hall.

Catherine Moore - Parish Clerk

9th January 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 20th November 2018**
4. **Matters arising from the minutes (where not listed elsewhere on the agenda)**
5. **Hall Promotion - Update**
6. **Finance**
  - a. Receipts, Payments and Bank Reconciliation November and December 2018
  - b. Payments for Approval:
    - i. V Parker                      Cleaning                      £55.25
    - ii. D Jones                      Hot Water Boiler                      £52.98
  - c. Transfer of finances to Parish Council accounts - update
  - d. Village Hall hire costs
7. **Maintenance and Risk Assessment**
  - a. Regular Maintenance
  - b. Emergency Lighting Options (LED / Lower Level)
8. **Future Events**
  - a. Future events
9. **Any Other Business**
  - a. Electricity costs review
  - b. Advert for Newsletter
  - c. Notice Board
  - d. Tin Sheds behind Village Hall
  - e. Farmers Market
10. **Date of Next Meeting: Tuesday 16th April 2019, 11am Winterton Village Hall**