



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 16th October 2018 at Winterton Village Hall.

Catherine Moore - Parish Clerk

10th October 2018

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 18th September 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 September 2018
 - b. Payments for Approval
 - c. Transfer of finances to Parish Council accounts - update
7. **Maintenance and Risk Assessment**
 - a. Future Plans
 - b. Regular Maintenance
8. **Future Events**
 - a. Salvation Army Collection
 - b. Christmas Fayre
9. **Any Other Business**
 - a. Review of Terms of Reference
 - b. Dates for Future Meetings
10. **Date of Next Meeting**