



WINTERTON-ON-SEA VILLAGE HALL

Chairman: Mr Eric Lund

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 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 20th August 2019 at Winterton Village Hall.

Catherine Moore - Parish Clerk

14th August 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 25th July 2019**
4. **Matters arising from the minutes (where not listed elsewhere on the agenda)**
 - a. Notice board access - update
 - b. Purchase of recycling separator bin
5. **Public Participation**
6. **Finance**
 - a. Village Hall Accounts
 - b. Payments for Approval:

i. E Hillier	V Hall Replenishment	£290.44
ii. N Parcell	Stationary	£9.28
iii. E Lund	Paint	£8.00
iv. PPL PRS	Music License	£124.80
7. **Maintenance and Risk Assessment**
 - a. Regular maintenance - any new requirements
 - b. Fire door
 - c. General improvements to Hall
 - i. Removal and decommissioning of shower, levelling of trip hazard (bund) in shower cupboard
 - d. Damp in kitchen
 - e. Decorating and flooring in toilets and corridor
8. **Events and Fundraising**
 - a. Report from the Fundraising Co-ordinator
 - b. Future events
 - i. Late Summer Fayre & Dog Show
 - a) Update on arrangements
 - b) Risk Assessment sign-off
 - ii. Garage Sale
 - iii. Christmas Fayre
 - iv. Salvation Army Collection
9. **Other Matters**
 - a. Recruitment of Caretaker - appointment of interview panel
 - b. Electricity Contract
 - c. Fire Extinguisher Servicing
 - d. Review hiring terms and conditions
 - e. Damage deposits for casual hire

10. **Date of Next Meeting: Tuesday 17th September 2019, 11am, Winterton Village Hall**