



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
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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 20th November 2018 at Winterton Village Hall.

Catherine Moore - Parish Clerk

14th November 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 16th October 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 October 2018
 - b. Payments for Approval
 - c. Transfer of finances to Parish Council accounts - update
 - d. Budget 2019/20 and Earmarked Reserves
7. **Maintenance and Risk Assessment**
 - a. Regular Maintenance
 - b. Emergency Lighting Options (LED / Lower Level)
8. **Future Events**
 - a. Salvation Army Collection
 - b. Christmas Fayre
9. **Any Other Business**
 - a. Notice Board
 - b. Tin Sheds behind Village Hall
10. **Date of Next Meeting: Tuesday 15th January 2019, 11am Winterton Village Hall**