

Buxhall Village Hall Management Committee

**There will be a meeting of the Buxhall Village Hall Management Committee at
Buxhall Village Hall on Tuesday 09 February 2016 at 7.00pm.**

Trustees

Hubert Mitson	Chair
Keith Proctor	Vice - Chair
Arthur Hicks	Hon. Secretary
Trevor Taylor	Hon. Treasurer
Betty Steed	
Sarah Clark	
Mim Proctor	
Peter Jordan	

Representative Members

Val Lord	Buxhall Women's Institute
Jill Reed	Buxhall Parochial Church Council

Quorum: Three members

A G E N D A

Time		Paper
7.00 pm	1. Apologies for Absence / Welcome	
	2. Declarations of Interest <i>Any person having an interest in any matter on the Agenda is required to declare such.</i>	
	3. Minutes of the previous meeting To receive and approve the Minutes of the meeting held on the 08 December 2015	41
	4. Matters Arising To consider any matters arising from those minutes	
	5. Secretary's Report To receive an update	42
	6. Treasurers Report and Annual Accounts 2015 To receive a report; and approve the unaudited accounts for the year ending 31 st December 2015	43
	7. Correspondence To consider any correspondence	
	8. Standard Conditions of Hire To consider and approve charges related to the hire of the hall / equipment	44
	9. Policies To consider and approve the following Village Hall Policies:	
a) Health & Safety policy	45	
b) Equal Opportunities policy	46	
c) Child (and vulnerable adult) Protection policy	47	
d) Complaints Policy	48	

10. WI

To consider a request from the WI for an additional key to the hall.

11. Cleaning Costs

To consider the annual review of cleaning services

49

12. Any Other Business

To consider any other matters of URGENT business

13. Date and Time of Next Meetings

To note and approve the dates of next meetings of the Committee as:

- AGM Tuesday 12 April 2016 at 7.00pm
- Tuesday 12 April 2016 to follow AGM

Arthur Hicks Secretary

January 2016