

Buxhall Village Hall Management Committee

**There will be a meeting of the Buxhall Village Hall Management Committee at
Buxhall Village Hall on Tuesday 19 February 2015 at 7.30pm.**

Trustees

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

Representative Members

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

Quorum: Three members

A G E N D A

Time		Paper
7.30 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. Village Hall Re-decoration To receive and agree a schedule of work from Brian Tunbridge of West Suffolk College	18
	4. Minutes of the previous meeting To receive and approve the Minutes of the meeting held on the 9 December 2014	19
	5. Matters Arising To consider any matters arising from those minutes	
	6. Secretary's Report To receive an update	20
	7. Treasurers Report and Annual Accounts 2014 To receive a report; and approve the unaudited accounts for the year ending 31 st December 2014	21
	8. Standard Conditions of Hire To consider and approve charges related to the hire of the hall / equipment	22

9. Small Society Lottery (Little Ernie)

To receive and approve:

- a) A constitution; and
- b) A list of officers

23A

23B

10. Correspondence

To consider any correspondence

11. Any Other Business

To consider any other matters of URGENT business

12. Date and Time of Next Meeting

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

- AGM Tuesday 14 April 2015 at 7.30pm
- Tuesday 14 April 2015 to follow AGM

Arthur Hicks Secretary
February 2015