

Buxhall Village Hall Management Committee

There will be a meeting of the Buxhall Village Hall Management Committee at Buxhall Village Hall on Tuesday 14 April 2015. The meeting will take place immediately after the Annual Meeting of the Committee.

Quorum: Three members

A G E N D A

Time		Paper
	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. Appointment of Officers To appoint into office: a) Chairman b) Vice Chairman c) Honorary Secretary d) Honorary Treasurer e) Booking Secretary	
	4. Minutes of the previous meeting To receive and approve the Minutes of the meeting held on the 19 February 2015.	24
	5. Matters arising from those Minutes <i>(not considered elsewhere)</i> To consider any matters arising from the minutes.	
	6. Secretary's Report To receive an update	25
	7. Treasurers Report To receive a report from the Treasurer	26
	8. Risk Assessment 2015 To receive and approve a risk assessment	27
	9. Matters Arising from the Annual Meeting To consider any matters arising from the Annual Meeting held 14 April 2015.	
	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 date of next meeting of the Committee as Tuesday 16 June 2015 at 7.30pm.	

Arthur Hicks Secretary April 2015