

Buxhall Village Hall Management Committee

**There will be a meeting of the Buxhall Village Hall Management Committee at
Buxhall Village Hall on Tuesday 13 October 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	
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
7.30 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. Minutes of the previous meeting To receive and approve the Minutes of the meeting held on the 11 August 2015	35
	4. Matters Arising To consider any matters arising from those minutes	
	5. Secretary's Report To receive an update	36
	6. Treasurers Report To receive a report; and accounts year to 30 September 2015	37
	7. Correspondence To consider any correspondence	
	8. Any Other Business To consider any other matters of URGENT business	
	9. Date and Time of Next Meeting To note the dates of next meetings of the Committee as Tuesday 08 December 2015 at 7.30pm	

Arthur Hicks Secretary

October 2015