

PETT VILLAGE HALL MANAGEMENT COMMITTEE

Monday 3rd September 2018

7.00pm

Pett Village Hall

Agenda

- 1. Apologies for absence**
- 2. 1066 Community Coffee and Information Initiative** – Presentation by Graham Hodgson
- 3. Minutes of the last meeting held on 6th August 2018**
- 4. Matters arising**
 - FAQ document
 - List of contractors
 - Health and safety
 - Free health checks
 - Cooker repair
 - Library trolley
- 5. Chairman's Report**
 - (a) Charity Commission Annual Report 2017-2018
 - (b) Frequency of Committee Meetings
- 6. Treasurer's Report**
- 7. Bookings Manager's Report**
- 8. Hall Maintenance Report**
- 9. Public time** – to discuss any items on the Agenda and any other relevant issues non-Committee members wish to raise.
- 10. Helium Balloons**

11. Fundraising

- (a) Halloween – Saturday 27 October 2018
- (b) Jumble Sale – Saturday 3 November 2018
- (c) Quiz Night – Saturday 3 November 2018
- (d) 500 Club

12. Any other Business not already discussed

13. Date of next meeting