

ALBOURNE VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Tuesday, 29th August 2023 at 7pm in the Village Hall

(Press and public welcome)

AGENDA

1. Chair's welcome, apologies for absence, and any declarations of interest from Councillors.
2. To note that since the last meeting, Councillor John Spencer has been appointed by the Parish Council to the Committee at its meeting on 4th July as the 5th Councillor member.
3. To consider filling the vacancy for the remaining 3rd co-opted member, and to make the appointment as appropriate.
4. Approval of minutes from the previous meeting of 27th June 2023.
5. Staffing – to consider progress on filling the Hall Treasurer's vacancy, and the Hall Bookings Secretary's vacancy, and to agree any appropriate actions going forward.
6. Matters arising – to include (i) Annual Insurance renewal, (ii) large flat screen TV for the Under 5s, (iii) Open Reach – resiting of cables, (iv) First aid box and cupboards, (v) Key safe, (vi) Cash and carry card.
7. Domestic issues:
 - Unwanted activity around the Village Hall.
 - Deep clean/decoration (update) – set budget.
8. 1. Finance statement and any management/financial issues.
 2. To consider delegation of spending powers to the Chairman for routine expenditure, and if so, to agree an appropriate limit.

3. To note retrospectively the decisions (and costs) taken and approved in correspondence to purchase a new tea urn, and to deal with a cockroach infestation in the Hall.

9. Projects:

- Garage – current status.
- Garage – contents and their future.

10. Social activities

- Village Show – to consider and decide (i) whether to make a grant of £750 to the organisers, (ii) on the use of the bar and facilities (including the hire of the Hall) for the event, (iii) how best to set up the finance/administrative arrangements between the organisers and the Committee, and depending on the outcome (iv) the budget for the costs of the Show, as provided by the organisers, (v) any other relevant matters.
- Albourne Arms.
- Any other future Events.

11. AOB

12. Date of next meeting