

ALBOURNE VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Tuesday, 31st October 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 consider filling the vacancy for the remaining 3rd co-opted member of the Committee, and to make the appointment as appropriate.
3. Approval of minutes from the previous meeting of 29th August 2023.
4. Staffing – to update the Committee on the Hall Treasurer's vacancy, and the Hall Bookings Secretary's vacancy, and to agree any necessary actions going forward. To also note and confirm the decision taken in correspondence regarding the uplift in the level of the honorarium payments for the two roles.
5. Matters arising.
6. Domestic issues:
 - Deep clean/decoration (update).
 - To note and confirm the new window cleaning arrangements as agreed in correspondence.
 - To note the purchase of a new kitchen cooker part, under emergency delegated powers.
7. 1. Finance statement and any management/financial issues (Treasurer).

2. To consider a review of the Constitution of the Committee and to make any changes as considered necessary.

3. To note and confirm for the record, the decision to contribute all the bar profits from the Harvest Festival event in September to the Church charities involved (as also agreed by the Parish Council).

8. Projects:

- Garage – current status.
- Garage – contents and their future (update).

9. To confirm and approve the safeguarding and other documents for the Village Hall, as prepared by Councillor Imelda Spencer, and circulated to all members of the Committee by the Clerk.

10. Social activities

- Albourne Arms.
- Any other future Events.

11. AOB

12. Date of next meeting