

## **North Mundham Parish Council**

Agenda for the Village Hall Management Committee Meeting to be held on 12<sup>th</sup> November 2018  
1 Charlmead, East Wittering, Chichester, West Sussex, PO20 8DN  
Tel: 01243 203050 Email: clerk@northmundham.org Website: www.northmundham.org

### **MEETING OF NORTH MUNDHAM PARISH COUNCIL VILLAGE HALL MANAGEMENT COMMITTEE**

I hereby give notice that a meeting of North Mundham Parish Council Village Hall Management Committee is to be held on 12<sup>th</sup> November 2018 commencing at 19.00 at North Mundham Village Centre and all members of the Committee are summoned to attend.

- V16.18 PUBLIC QUESTION TIME** - this is limited to ten minutes to allow members of the public to a) make representation b) answer questions or c) give evidence relating to business to be transacted (the public are welcome to stay and observe the rest of the meeting)
- V17.18 APOLOGIES AND REASON FOR ABSENCE**
- V18.18 CODE OF CONDUCT**
1. Declaration of Interest in items included on the agenda
  2. Dispensation requests
- V19.18 MINUTES** - to accept the Village Hall Working Party Minutes of the meeting held on 1<sup>st</sup> October 2018
- V20.18 VILLAGE HALL CARETAKER CONTRACT** -contract expires 31<sup>st</sup> March 2019
- V21.19 BOOKING SECRETARY CONTRACT** - contract expires 31<sup>st</sup> March 2019
- V22.18 FINANCE**
1. Financial Statement
  2. Outstanding invoices
  3. Budget 2019/20
  4. Lettings
  5. Gala Grant
- V23.18 BOOKINGS**
- V24.18 TABLE TENNIS** - report from representative
- V25.18 MAINTENANCE**
1. Health & Safety check

2. Fire
3. Roof repair
4. Boiler
5. Store room 3 door
6. Self-closing door ladies toilet
7. Disabled toilet
8. Wooden Village Hall sign
9. Awning

**V26.18    MARKETING & BUSINESS PLAN**

1. Sussex Views
2. Local Life

**V27.18    EXTERNAL CORRESPONDENCE**

**V28.18    REPORTS ON EXTERNAL MEETINGS**

**V29.18    ITEMS FOR FUTURE AGENDA**

**V30.18    MEETING CALENDAR**

1. Working party - 10<sup>th</sup> December
2. Working party - 14<sup>th</sup> January

Signed:     L. Chater     Clerk to North Mundham Parish Council

Dated:     7<sup>th</sup> November 2018    

**Filming of meetings and use of social media**

During this meeting the public are allowed to film the committee and officers only from the front of the public gallery, providing it does not disrupt the meeting.

If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking.

The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.