

# **NORTH MUNDHAM VILLAGE HALL**

## **Working Party**

Meeting Monday 14<sup>th</sup> JANUARY 2019 at 19.00

### **Agenda**

1. Apologies for absence.
2. Minutes of meeting on 10<sup>th</sup> December
3. Matters arising
- 4. Financial report**
  - 4.1 Monthly financial statement
  - 4.2 Budget 2019/20 - New Caretaker & Bookings Secretary's contract
- 5. BOOKINGS**
  - 5.1 Samantha Watson- Ballet on Wednesdays
- 6. TABLE TENNIS**
- 7. PRS**
- 8. MAINTENANCE**
  - 8.1 Health & Safety Check – Fire Alarm check
  - 8.2 Theft of lead on the roof. Insurance claim to repair guttering and broken slates.
  - 8.3 Toilets – self closing chain on doors.
  - 8.4 Leak in Disabled Toilet.
  - 8.5 Piano Tuner.
  - 8.6 Boiler Service
- CAPITAL PROJECTS**
  - 9.1 New double glazed exterior doors in the small hall.
  - 9.2 New double doors from the corridor to the large and small hall.
- 10. MARKETING** Advert in Sussex Views & Local Life
- 11 A.O.B.**
  - 11.1 Village Hall sign at entrance to School Lane
  - 11.2 Donation of VH china from Tina Tyers
- 12** Dates of the next meetings : 11 February & 11<sup>th</sup> March 2019