

OVING VILLAGE HALL TRUST

**Oving Village Hall Management Committee Meeting
Monday 31st October 2016, at The Reading Room, Oving at 7.30pm to
conduct the following business**

Sue Severn

Oving Parish Clerk, 25th October 2016

AGENDA

1. Apologies for absence
2. Approval of Minutes of Management Committee Meeting held on 26th April 2016
3. Declarations of interest in items on the Agenda
4. Progress reports:
 - Events & fundraising – MP
 - Marketing & website – ALL
 - Bookings – LN
 - Housekeeping – DHJ
 - Building & maintenance – JP
 - Finance
 - Accounts to September 2016
 - Fire & safety
5. Charity status:
Agree Trustee's Report and Accounts to 31st March 2016 for submission to Charity Commission.
6. Any other business.
7. Date of next meeting.