

OVING VILLAGE HALL TRUST

**Oving Village Hall Management Committee Meeting
Tuesday 28th January 2020, at The Village Hall, Oving at 7.30pm
to conduct the following business**

Sue Severn

Oving Parish Clerk, 21st January 2020

AGENDA

1. Apologies for absence.
2. Approval of Minutes of Management Committee meeting held of 28th October 2019.
3. Declarations of interest in items on the Agenda.
4. Progress reports:
 - Events & fundraising – MP
 - Marketing & website – AMcG
 - Bookings – LN
 - Housekeeping – DHJ
 - Building & maintenance – JP
 - Finance – (Accounts circulated prior to the meeting).
 - Fire & safety – JI
5. Hall management.
6. Any other business.