

19 CURLEW, WATERMEAD, BUCKS. HP19 0WG

01296 336575

ovingpc@clerk.com

(OVING VLLAGE HALL TRUST)

Oving Village Hall Management Committee Meeting

You are invited to attend the committee meeting on Monday 3rd November 2014,
at The Village Hall, Oving, at 7.30pm to conduct the following business

Sue Severn

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Sue Severn, Parish Clerk, 28th October 2014

AGENDA

1. **Apologies for absence**
2. **Declaration of interest in items on the agenda**
3. **Approve the minutes of the last meeting held on 5th September 2014**
4. **Updates on matters arising from previous minutes**
 - Legal status
 - Financial
 - Rating valuation
 - Hall letting terms and conditions, health & safety
5. **To review progress on agreed tasks:**
 - a) Events and fundraising – MP
 - b) Marketing – BM
 - c) Bookings, terms and conditions
 - d) Housekeeping – DHJ
 - e) Building maintenance and development – JP
 - e.1 Shed
 - e.2 Curtains/blinds
 - f) Business planning – MC
 - g) Fire and safety – AM
6. **Matters of report**
 - Date of next meeting.