

ORWELL VILLAGE HALL MANAGEMENT COMMITTEE

8 OCTOBER 2019 – 7.30 PM

AGENDA

1. Apologies
2. Minutes of the meeting on 9 July 2019
3. Matters arising not on current agenda
4. Chairman's report
5. Treasurer's report
6. Hire charges
7. Updates on:
 - a. Cleaning arrangements
 - b. Maintenance arrangements
 - c. Overall building condition
8. Website development (new booking arrangements)
9. Communications – external and internal
10. Committee membership
11. AOB
 - Siting of defibrillator
 - Recruitment of Chairman
12. Date and time of next meeting