

## **Onibury Village Hall Committee Meeting**

Thursday 14 March 2024

7pm

### **Agenda**

1. Welcome from chair
2. Attendance
3. Apologies
4. Approval of AGM minutes
5. Election of new committee members
6. Update of activity by new committee:
  - a. Website and bookings (Sara)
  - b. Promotion (Sara)
  - c. Heating system (Sara)
  - d. Keys (Jan)
  - e. Key boxes (Lisa)
  - f. PAT testing (Lisa)
7. Review of booking and fee policies:
  - a. Funerals: fees and setting up
  - b. Local charity events and fundraisers: fees
  - c. Local meetings: fees
  - d. 18<sup>th</sup> and 21<sup>st</sup> birthdays: bookings not currently taken
  - e. Birthdays with bouncy castles: additional electric fee?
  - f. Set up time for all bookings - enforcement
  - g. Information sent to hirers
  - h. Bob and Vals parking request
8. Stocktake
9. Health and safety
  - a. First aid kits
  - b. Smoke detectors
  - c. Vermin
10. Rota
  - a. Putting out bins
  - b. Cleaning out cigarette bin
  - c. Checking hall after events
11. Publishing minutes to meetings
12. Treasurer's report
13. Maintenance issues
  - a. Ongoing damp/ leak in back of stage
  - b. Clean up day plans
14. Fundraising
15. A.O.B
16. Date of next meeting