

Onibury Village Hall Committee Meeting

Tuesday 16 April 2024

7pm

Agenda

1. Welcome from chair
2. Attendance
3. Apologies
4. Approval of minutes
5. Treasurer's report
6. H&S and Building checks:
 - a. Emergency lighting
 - b. Gas checks
 - c. Fire exits
 - d. First aid kits
 - e. Smoke detectors
 - f. Building checks
 - g. H&S policy
 - h. Building check policy
7. Bookings:
 - a. Rota for checking after bookings
8. Maintenance issues:
 - a. Leak
 - b. Builder
 - c. Maintenance day date
 - d. Hand driers
 - e. Vermin
 - f. Party decoration hook placement
9. Local suppliers list and e-shot:
 - a. Bar
 - b. Catering
 - c. Bouncy castle/ kids activities
10. Fundraising
11. A.O.B
12. Date of next meeting