

KNOWSTONE PARISH HALL COMMITTEE MEETING

To be held at the Parish Hall, Knowstone on 9th May 2017 @ 7.30pm

AGENDA

	<u>Responsible</u>
1. Apologies	All
2. Approval of 21.03.17 minutes	All
3. Matters arising from minutes (not covered below)	All
4. Meeting protocol	RH
5. Correspondence	All
a. Letters sent / received	WV
b. Software email attachments	RH
6. Finance report	
a. Income / outgoings summary	SB
b. Additional income handed over at meeting	All
c. In Touch advert payment	All
7. RWE community fund update	All
a. Chairs / tables	KD
b. Other items to apply for	All
8. Defibrillator update	KD
9. Hall facilities / equipment	All
10. Hall maintenance issues	All
11. Hall activities / fundraising	
a. Feedback on events – coffee morning, quiz night, film nights	All
b. Progress of events planned for 2017	All
c. New bookings	KD
12. Publicity / website update	All
13. Recruiting new members	All
14. AOB	All
15. Approval of next meeting date 11 th July 2017 @ 7.30pm	All

