



Kelsale Village Hall

Registered Charity No. 267376

Kelsale Village Hall Management Committee Meeting
SATURDAY 2 OCTOBER 2021 at 10.30 AM in the Committee Room Kelsale Village Hall
and by zoom if you prefer

AGENDA

- 1. Welcome and introduction – the Committee and persons in attendance**
- 2. Apologies for absence**
- 3. Declarations of interest**
- 4. Minutes of the last meeting - matters arising – update on insurance position and fire etc**
- 5. Treasurer's Report**
 - a. Finances
 - b. 100 Club
- 6. Village Show – 18 September 2021 debrief – what we did well and what can be improved on**
- 7. Upcoming events**
 - a. Quiz 29/10/21
 - b. Christmas Fayre 11/12/21 - planning
- 8. Report on building condition**
- 9. Report from Social Club**
- 10. Report on Emergency Respite Centre and possible grant funding**
- 11. Website update**
- 12. Correspondence**
- 13. Bookings**
 - a. Booking system
 - b. Risk assessment
 - c. Upcoming bookings
 - d. Terms of hire
 - e. Photography
- 14. Any Other Business**
 - a. Dates and times of meetings – do we need to make any changes?

Date of next meeting TBC