



# **Kelsale Village Hall**

Registered Charity No. 267376

Bridge Street

Kelsale

IP17 2PB

## **KELSALE VILLAGE HALL MANAGEMENT COMMITTEE MEETING**

**WEDNESDAY 7 DECEMBER 2022 at 7.30pm in the  
Committee Room  
Kelsale Village Hall**

### **AGENDA**

- 1. Welcome and introduction** – the Committee and persons in attendance
- 2. Apologies for absence**
- 3. Declarations of interest**
- 4. Minutes of last meeting** – matters arising
- 5. Treasurer's report**
  - a. Finance
  - b. 100 Club update
- 6. Update of constitution and policies** – safeguarding, terms for booking etc – discussion of what we need to do and allocation of responsibilities-
- 7. Report on electricity meters, rental and any steps required for hirers**
- 8. Website update**
- 9. Update on building condition etc** .Update on lift and letter from Tim Buxbaum Architect. Report on current works to fire doors, kitchen, lightning conductor and building priorities for 2023.
- 10.Events & Fundraising** –preparation for: Quiz, Christmas Fayre, the mini-Christmas lunch etc; past events
- 11.Report from Social Club**
- 12.Correspondence**
- 13.Bookings**
- 14.AOB**
- 15.Date of next meeting**