

Slaley Commemoration Hall Management Committee

An **Extraordinary Meeting** of Slaley Commemoration Hall Management Committee will be held on Wednesday 21st June 2017 at 7.00pm in Slaley Commemoration Hall

Agenda

- 1. Members present & apologies**
- 2. Presentation and approval of annual accounts**
- 3. AOB**

Slaley Commemoration Hall Management Committee

The **Annual General Meeting** of Slaley Commemoration Hall Management Committee to be held on Wednesday 21st June 2017, immediately following the Extraordinary Meeting

Agenda

- 1. Members present & apologies**
- 2. Minutes of the previous AGM held on 29th June 2016**
- 3. Chairman's Report**
- 4. Treasurer's Report including formal adoption of accounts**
- 5. Appointment & Election of Management Committee**
- 6. Any other Business**
- 7. Date of next meeting – to be arranged.**

Slaley Commemoration Hall Management Committee

An Ordinary meeting of Slaley Commemoration Hall Management Committee will be held on Wednesday 21st June 2017, immediately following the AGM

Agenda

- 1. Members present & apologies**
- 2. Appointment of Officers**
- 3. Declaration of Acceptance**
- 4. Minutes of the meeting held on 31st May 2017**
- 5. Matters arising**
- 6. Correspondence**
- 7. Financial Report**
- 8. Bookings Report**
- 9. Hire Charges**
- 10.Safeguarding Policies and Risk Assessment**
- 11.WNCBC Report**
- 12.Toilet Refurbishment and Fundraising**
- 13.Building maintenance**
- 14.Emergency Exit Lights Check**
- 15.Any other business**
- 16.Date of next meeting**