

# **Church Broughton Community Hall Management Committee**

## **AGENDA**

**Monday September 26<sup>th</sup> 2022 7-9pm**

- 1. Welcome and attendance**
- 2. Apologies received**
- 3. Approval of previous minutes**
- 4. Review of action plan from previous meetings**
- 5. Agreement of standing agenda items required**

### **Examples**

- Status, legals, insurances, liabilities, planning applications
  - Governance and risk matters - including reported incidents
  - Correspondence - email or other - received
  - Building issues – cleaning, maintenance - including fire and security, inspections-developments
  - Treasurer / finance issues
  - Communications - to committee- to village- to wider
  - Items from the PC
  - Bookings update - including 'rules' review
  - Wider village Events - ideas / planning
- 6. Relevant updates and matters arising in line with agreed Standing Agenda**
  - 7. Any other business**
  - 8. Date, time and place of next meeting**