

Church Broughton Community Hall Management Committee

AGENDA

Monday November 28th 2022 7.30-9.30pm

- 1. Welcome and attendance**
- 2. Apologies received**
- 3. Approval of previous minutes**
- 4. Feedback and review from open day**
- 5. Review of action plan from previous meetings**
- 6. Risk assessment and HSE checklist – plan priorities**
- 7. Finance report -Monthly bookings**
 - Revenues**
 - Costs incurred**
 - Remaining budget**
 - Electricity**
- 8. Any other business**
 - First Aid Guidance**
 - Christmas Decorations**
 - Cleaning rota**
 - Lane condition**
 - Publicising meetings**
- 9. Date, time and place of next meeting**