

Church Broughton Community Hall Management Committee

AGENDA

Thursday March 16th 2023 12.30-14.30pm

- 1. Welcome and attendance**
- 2. Apologies received**
- 3. Approval of previous minutes**
- 4. Hall booking and payments process**
- 5. Incidents reported**
- 6. Finance – approval of budget for 23/24 - Dan**
 - Monthly bookings
 - Revenues
 - Costs incurred
 - Remaining budget
 - Electricity
 - Petty cash and expenses – proposed rules - Dan
- 7. Review of action plan from previous meetings**
- 8. Secondary glazing for chapel**
- 9. Joined up planning for activities/events**
- 10. Any other business**
 - a. Parcel locker
 - b. Storage for shop
- 11. Date, time and place of next meeting**