

Church Broughton Community Hall Management Committee

AGENDA

Friday April 28th 2023 10.00-12.00pm

- 1. Welcome and attendance**
- 2. Apologies received**
- 3. Approval of previous minutes**
- 4. Incidents reported**
- 5. Finance report -Monthly bookings**
 - Revenues**
 - Costs incurred**
 - Remaining budget**
 - Electricity**
 - Petty cash and expenses**
- 6. Review of action plan from previous minutes**
- 7. Summary of fire risk assessment and actions required**
- 8. Secondary glazing for chapel**
- 9. Joined up planning for activities and events**
- 10. Any other business**
 - a. Placement of name plaque**
 - b. Key safe use for hub volunteers**
 - c. Access to hub shop when hall is hired out**
- 11. Date, time and place of next meeting**