

Church Broughton Community Hall Management Committee

AGENDA

Tuesday September 5th 2023 13.00-15.00pm

- 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. Planning for events in the run up to Christmas**
- 8. Temporary Event Notices**
- 9. Any other business**
- 10. Date, time and place of next meeting**