**Church Broughton Community Hall Management Committee**

**AGENDA**

**Wednesday November 1st 2023 14.00-16.00pm**

1. **Welcome and attendance**
2. **Apologies received**
3. **Approval of previous minutes and matters arising**
4. **Incidents reported**
5. **Finance report -Monthly bookings**

**Revenues**

**Costs incurred**

**Remaining budget**

**Electricity**

**Petty cash and expenses**

 **Standing down of current treasurer/future role of treasurer**

1. **Review of action plan from previous minutes**
2. **Consunsus on action for TENs**
3. **Update from Village Shop rep**
4. **Update from refurbishment group rep**
5. **Planning for events in the run up to Christmas**
6. **Noticeboard for outside hall**
7. **Cleaning rota**
8. **Any other business**
9. **Date, time and place of next meeting**