

GREAT WALDINGFIELD VILLAGE HALL MANAGEMENT COMMITTEE

Great Waldingfield Management Committee Annual Meeting Friday 5th June at 10am 2020
at 7.30pm – Virtual/Remote Meeting via the Zoom platform

Join Zoom Meeting

<https://us02web.zoom.us/j/82529108994?pwd=dFpKUHprVVINdnhnTWRuenNVSnZlQT09>

Meeting ID: 825 2910 8994

Dear Trustees

Notice of Meeting/Summons - You are invited to the Annual Great Waldingfield Management Committee which will take place on Friday 5th June 2020 at 10am as a Virtual/Remote Meeting via the Zoom platform.

Yours sincerely



Sue Clements – Current Secretary/Clerk

22nd May 2020

AGENDA

Previous Management Committee Member and Trustee to take the Chair for agenda items 1 and 2 only, prior to nomination of the new Chairman of the Committee.

1. **Welcome and Apologies for Absence** – To receive.
2. **Nomination of Chairman** – To propose, consider and agree the Chairman of the Management Committee.
3. **Nomination of Vice Chairman** – To propose, consider and agree the Vice Chairman of the Management Committee.
4. **Confirm Appointment of Trustees** – To confirm following Annual Parish Council Meeting on the 11th May 2020.
5. **Declaration of Acceptance of Office – Trustees** – All Trustees to accept and sign.
6. **Bookings Secretary** – To propose, consider and agree the Bookings Secretary of the Management Committee.
7. **Secretary to the Charity** - To propose, consider and agree the **Administrator** of the Management Committee. (**Administrator** as opposed to Secretary to avoid confusion with the Bookings Secretary role).
8. **Audit Arrangements** – To consider and agree.
9. **Minutes of the last Annual Village Hall Management Committee Meeting held on the 26th March 2018**– To receive, consider and approve the 11th May 2020 Meeting Minutes. (Minutes attached).
10. **Update/Matters Arising from Previous Minutes held 26th March 2018** – To receive and note any updates.
11. **Trust Deed** – To receive and note.
12. **Handover Arrangements** – To agree with the outgoing Committee and outgoing Chairman.

13. **Key Holders** – To consider and agree.
14. **Insurance Claim** – To receive an update.
15. **Bookings System** – To consider and agree.
16. **Bookings Email, Website, Social Media Feeds and Mobile** – To consider and agree.
17. **COVID-19 Grant** – To consider the £10,000 grant.
18. **Accounts** – To receive, consider and agree for 2019/2020.
19. **Charity Commission** – To receive an update on updates and Annual Return.
20. **Caretaker/Cleaning Contractor – Opening & Closing for Bookings** – To consider and agree the new arrangements.
21. **Cleaning Contractor** – To consider and agree the rate of pay for this self-employed contractor. Currently £7.50 per hour.
22. **Hiring/Letting Fees** – To review and consider the current charges. (£12 per hour for residents and £24 per hour for non-residents).
23. **Hiring/Letting Facilities** – To review and consider the current hiring fees relating to the kitchen, wi-fi use etc.
24. **Hiring/Letting Forms** – To receive, review and consider.
25. **FIT** – To receive an update on the changes to the contact details and payments.
26. **Banking** – To receive an update on the mandate changes and signatories relating to the Management Committee's accounts.
27. **Room Hire Arrangements to the Parish Council** – To consider and review, including any fees.
28. **Publicity** – To consider and agree, including the Great Waldingfield Village News magazine, Website and Social Media.
29. **Village Hall Maintenance & Fixtures** – To consider and agree decoration and purchase of coat rail and any other related matters.
30. **Date of Next Meeting** – To be confirmed.

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