

**TRUSTEES OF
WEST HOATHLY VILLAGE HALL**

Charity Registration Number: 305328

13th February 2024

Document Reference A2403

To all members of the **West Hoathly Village Hall Management Committee**:
You are summoned to attend a meeting of the West Hoathly Village Hall Management Committee to be held on **Monday 19th February 2024 at 7:30pm in West Hoathly Village Hall**



Leanne Andrews
Clerk to West Hoathly Parish Council

The public and press have a right and are welcome to attend this meeting

Questions from members of the public.

- 1) To receive apologies for absence
- 2) To receive declarations of interest from Councillors in respect of any matter on the Agenda
- 3) To approve the minutes of the Meeting of West Hoathly Village Hall Management Committee held on the 16th October 2023 (document ref 2319)
- 4) To receive the clerk's report and note any points of interest
- 5) To monitor actual expenditure v budget to 11th February 2024
- 6) To receive feedback following the visit to West Sussex Records Office and agree next steps
- 7) To receive an update on the replacement fire door work and agree next steps
- 8) To consider items in need of refurbishment in the Village Hall
- 9) To prepare a draft budget for 2024-25
- 10) To note items of interest or items for inclusion at the next meeting

Date of next meeting: 17th June 2024