

## HUNSTON PARISH COUNCIL

Registered Charity No: 305383

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### To: Members of Hunston Parish Council

You are hereby summoned to attend a Meeting of Hunston Parish Council as Charity Trustee to be held on **Wednesday 15 December 2015 at 6.30pm** in the Annexe at Hunston Village Hall to transact the following business.

### AGENDA

1. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
2. To receive apologies for absence.
3. To approve the Minutes of the Trustee Meeting held on 7 October 2015.
4. To receive an update of storage issues and consider future storage options.
5. To receive an update on the replacement of the windows and doors and consider any action required.
6. To review the quotes for lighting in the main hall and consider any action required.
7. To agree the responsibilities of the Clerk in relation to the day to day administration of the hall.
8. To consider risk assessments for the hall.
9. Annual review of the Fixed Asset Register
10. To review the annual Insurance schedule.
11. To review the hire charges for 2016.
12. Finance:
  - Balance sheet to 30 November 2015
  - Payments for authorisation December 2015
  - To agree the Charity Year end date.
  - To consider a budget for future years.



Signed \_\_\_\_\_ Date 09/12/2015  
Parish Clerk

By resolution the Parish Council may decide to exclude the Press and Public from any part of the meeting<sup>1</sup>

<sup>1</sup> Public Bodies (admission to meetings) Act 1960