

HUNSTON PARISH COUNCIL

Registered Charity No: 305383

Tel: 01243 789039

Email: clerk@hunstonparishcouncil.org

6 Locksash Close
West Wittering
Chichester
PO20 8QP

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 10 February at 6.00pm** 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 15 December 2015.
4. To receive an update on the replacement of the windows and doors and consider any action required.
5. To receive an update on recent hall bookings and act on the following recommendations;
 - To engage the services of a suitable security contractor to ensure that any party bookings do not get out of hand.
 - To increase the security deposit for all party bookings to £300 with immediate effect.
 - To engage the services of a cleaning contractor to be on call for all party bookings.
6. To consider quotations for the weekly cleaning of the hall and approved the appointment of a new cleaning contractor.
7. To consider how to raise funds to help towards the cost of refurbishment of areas of the hall.
8. Finance:
 - Balance sheet to 31 December 2015
 - Balance sheet to 31 January 2016
 - To approve payments for authorisation (including ratification of recent payments made).

C A Smith

Signed _____ Date 02 February 2016
Parish Clerk

By resolution the Parish Council may decide to exclude the Press and Public from any part of the meeting¹

¹ Public Bodies (admission to meetings) Act 1960