

HUNSTON PARISH COUNCIL

Registered Charity No: 305383

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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 13 April 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 10 February 2016.
4. To receive an update on recent work at the hall:
Annual Service of Emergency Lighting/Fire Alarms
Annual Service of Fire extinguishers
Maintenance work on the Boilers
5. To approve the use of a Key Box for regular users of the Hall.
6. To agree a schedule for meetings for the Village Hall Committee and review the Councillors sitting on that Committee.
7. Finance:
 - Balance sheet to 31 March 2016
 - To approve payments for authorisation (including ratification of recent payments made).

C A Smith

Signed _____ Date 8 April 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