

## 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 7 June 2017 at 7.00pm** 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 2 November 2016.
4. To receive a report on maintenance issues and agree action.
  - Gents Toilets
  - Rear hallway repairs
  - Replacement of carpet tiles
  - Replacement of the roof light
  - Replacement lighting in the entrance hall and side passage
5. To Approve the accounts for the year ending 31 December 2016 and delegate authority to the Clerk to complete the Annual Return to the Charity Commission.
6. To review the Village Hall Fixed Asset Register
7. To review the Village Hall Risk Assessments
8. Finance:
  - Balance sheet to 31 May 2017
  - To approve payments for authorisation (including ratification of payments made since November 16).

C A Smith

Signed \_\_\_\_\_ Date 31/05/2017  
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