

## 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 February 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 6 December 2017.
4. Matters arising from the Minutes of the Trustee Meeting held on 6 December 2017.
5. To Approve the accounts for the year ending 31 December 2017 and delegate authority to the Clerk to complete the Annual Return to the Charity Commission.
6. To receive a report/update on maintenance issues and agree action.
  - Rear hallway repairs
  - Replacement of the roof light
  - Future projects
7. To review the production of a Village Hall newsletter.
8. To consider arrangements for the Sunday afternoon tea party.
9. Finance:
  - Balance sheet to 31 January 2018
  - To approve payments for authorisation (including ratification of payments made since December 2017).

*C A Smith*

Signed \_\_\_\_\_ Date 01/02/2018  
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