

CHORLEYWOOD PARISH COUNCIL

THE CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
TUESDAY 24th NOVEMBER 2009 AT 7.30PM

Notice is hereby given that there will be a meeting of the **Chorleywood Village Halls Management Committee** for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend:

17th November, 2009

Yvonne Merritt
Clerk of the Council

MEMBERSHIP

Chairman: Cllr R Kipps (ex officio)

Members:

Cllr N Eve
Cllr G Liley
Cllr K Morris
Cllr Mrs P Mytom Hart
Cllr Mrs L Smith
Cllr Mrs S Stibbs
Cllr J Worrall (ex officio)

Also in attendance: Mr S Manson – Surveyor
Mrs M Putman – Secretary
Mrs Y Merritt – Treasurer
Major R Philpot - Royal British Legion Representative

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATION OF INTEREST

3. APPROVAL OF THE MINUTES

Enc

If so resolved to confirm the minutes of the meeting held on 28th July 2009, (previously circulated)

4. MATTERS ARISING

To consider any items, which may be raised from the Minutes of the meeting held on 28th July, which will not be covered in the course of the Agenda.

5. SECRETARY'S REPORT

Enc

To consider the Secretary's report on the halls.

6. TREASURER'S REPORT

Enc

To consider the Financial Budget Comparison.

7. ANNUAL RETURN TO CHARITY COMMISSION

Enc

To agree the financial statement which forms the annual return to the Charity Commission

8 HEALTH & SAFETY

To consider the Health & Safety report for the Village Hall – sent under separate cover.

9. BUDGET STRATEGY 2010/11

Enc.

To consider that attached budget strategy.

10 CLOSE