

**WEST DOWN PARISH HALL MANAGEMENT COMMITTEE
ANNUAL GENERAL MEETING**

To be held at West Down Parish Hall on
Tuesday 16th November 2021 at 7.00pm.

You are welcome to attend

HELP KEEP OUR HALL COVID-19 SECURE

**Please read our posters, if possible wear a face mask and comply with current
Government guidelines**

AGENDA (Issue 2)

1. Apologies for absence.
2. Approve minutes of the meeting held on Wednesday 9th December 2020
3. Treasurer's report.
4. Chairman's report
5. Election of officers:
 - a) Chairman
 - b) Vice Chairman
 - c) Treasurer
 - d) Booking clerk
 - e) Secretary
 - f) Catering supervisor
 - g) General committee
 - h) Auditor
 - i) Website manager
6. Review of charges
7. Risk assessment review
8. Safeguarding Policy
9. Any other business

A committee meeting will follow immediately after the AGM.