

**Grampound with Creed War Memorial Recreation Ground
and Public Hall**



**AGENDA of the Trustees meeting to be held in the Committee
Room on Wednesday 28th November 2018**

AGENDA ITEM	Action
1. <u>Apologies for absence</u>	
2. <u>Minutes of meeting</u> held on 19th September 2018 Matters outstanding not on agenda	
3. <u>Financial Report</u>	
a) Financial report from Mark Taylor	MT
4. <u>Hall Report</u>	
Report from Simon Fann	SF
5. <u>Administration</u>	
a) Legionella Method Statement	SF/DJ
b) Defibrillator	KC/MT
c) Key holder policy	TB
d) Time and frequency of Trustee meetings	KC
6. <u>Fund raising & Events</u>	
a) Craft Fair dates 2018-19	AR/RP
b) Film Club	AR
c) Beer Festival 2019	MT/SF
7. <u>Future Development</u>	
a) Update on Friends of the Hall	RK
b) Recruitment campaign	KC/all
8. <u>Maintenance</u>	
a) PAT testing	SF
b) Progress on repairs and painting the Hall externally and internally	TB/all
10. <u>AOB</u>	

Date of next meeting: TBA