

CHORLEYWOOD PARISH COUNCIL

THE CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
TUESDAY 1st MARCH 2011 AT 7.00 PM

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:

Yvonne Merritt
Clerk of the Council

MEMBERSHIP

Chairman: Cllr M Green

Members: Cllr N Eve
Cllr Mrs A Hayward (ex officio)
Cllr Miss P Howell
Cllr R Kipps (ex officio)
Cllr K Morris
Cllr Mrs A Preedy
Cllr Mrs L Sutherland
Cllr S Watkins

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**

If so resolved to confirm the minutes of the meeting held on 11th January 2011.

Enc

4. **MATTERS ARISING**

To consider any items, which may be raised from the Minutes of the meeting held on 11th January, 2011, 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. HEALTH AND SAFETY

Enc

To consider the attached report.

8. CLOSE