

CHORLEYWOOD PARISH COUNCIL

THE CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
TUESDAY 6th SEPTEMBER 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:

30th August 2011

Yvonne Merritt
Clerk of the Council

MEMBERSHIP

Chairman: Cllr R Kipps

Members: Cllr M Green
Cllr Mrs A Hayward (ex officio)
Cllr Miss P Howell
Cllr R Khiroya
Cllr K Morris
Cllr Mrs A Preedy
Cllr Mrs L Sutherland (ex officio)
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 12th July 2011, (previously circulated)

4. **MATTERS ARISING**

To consider any items, which may be raised from the Minutes of the meeting held on 12th July 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. TERMS AND CONDITIONS OF HIRE

Enc

To consider the attached report

8. PHONOGRAPHIC PERFORMANCE LTD (PPL Licence)

Enc

To consider the attached report

9. APPROVAL OF THE CHARITY ACCOUNTS

Enc

To consider the attached report

10. CLOSE