**WESTHOPE VILLAGE HALL**

**CURRENTLY UNDER THE ADMINISTRATION OF DIDDLEBURY PARISH COUNCIL**

**ANNUAL GENERAL MEETING**

**7.30pm ON TUESDAY 16th OCTOBER 2018**

**at Westhope Village Hall**

**AGENDA**

1. Welcome address by Cllr. David Hedgley, Chairman of Diddebury Parish Council, to be followed by the election of a new committee for the management of Westhope Village Hall
2. Election of a Chairman and acceptance of office for 12 months
3. Election of a Vice-Chairman and acceptance of office for 12 months
4. Election of a Secretary and acceptance of office for 12 months
5. Election of a Treasurer and acceptance of office for 12 months
6. Election of one additional Management Committee member
7. Approval of the Accounts for year ended 30th April 2018
8. Appointment of Mrs Ruth L Whitting as Auditor for the year 2018/2019
9. Appointment of three signatories to Westhope Village Hall Committee’s bank accounts and to pass a Resolution that any cheques issued are to be signed by two appointed signatories.
10. Appointment of keyholders
11. Arrangements for cleaning and maintaining the hall
12. Consideration of current insurance, licensing and maintenance obligations
13. Any other business to be transacted
14. Date of next Village Hall Committee Meeting

Contact details: Mrs J de Rusett, Clerk to Diddlebury Parish Council

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