

**note – this meeting will be recorded for ease of minute taking please note any objections prior to commencement

1 Apologies

2 Introductions

3 Confirmation of minutes

Confirmation of minutes of the General Halls Committee meeting held on 23rd May 2017.

5 Action Items from the previous meeting

All action items discussed with outcomes.

6 Standing Business

6.1 Risk Management and Workplace Health & Safety

6.2 Policy & Procedure

7 Business Arising

7.1 Project updates – 2017/18

8 New Business

8.1 Collection of Fees and Charges – Review of process.

8.2 Revision of Guidelines – Review booking officer/volunteer position descriptions.

9 Closure

10 Next meeting

28 November 2017