

## Bega Valley Shire Council - General Hall & Building Committee Meeting Agenda 22<sup>nd</sup> November 2016

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

### 1 Apologies

### 2 Introductions

Introduction to new Chair Cr Robyn Bain and newly nominated committee members.

### 3 Guest Speaker

Andrew Gray, CEO South East Arts

### 4 Confirmation of minutes

Confirmation of minutes of the General Halls Committee meeting held on 23<sup>rd</sup> August 2016.

### 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

6.3 Project updates – 2015/16 and 2016/17

### 7 Business Arising

7.1 Committee nominations

7.2 Updated Guidelines and Operations Manuals.

7.3 Fees & Charges

### 8 New Business

8.1 Presentation - Hall usage statistics.

### 9 Closure

### 10 Next meeting

28<sup>th</sup> February 2017