

Dear Committee

Meeting Notice and Agenda General Halls Committee Meeting

Please ensure your nominated representative or alternative is made aware of the meeting.

The meeting details are as follows:

Date: **Tuesday 28th August 2018**

Time: 5:00pm with the meeting starting at 5:15pm

Location: **Bega Valley Commemorative Civic Centre, Zingel Place, Bega**

Please contact council with any apologies or if you have any items for the agenda.

Additional information

The 355 General Halls Committee is made up of one representative from each of the individual community hall committees. If for some reason this representative is unable to attend the meeting, each of them also has an alternative representative nominated. If for some reason, either of these nominated representatives are unable to attend, please contact me prior to the meeting to arrange alternative representation.

Additional committee members are welcome to attend the meeting as observers, however to ensure that each of the individual halls are represented equally, we ask that if more than one person from your committee is to attend, that they sit in the gallery and only the nominated representative (or their alternative) sits at the committee table.

I look forward to seeing you at the meeting.

Yours Sincerely

Karen Terwin
Cemetery & Hall Officer

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

1 Apologies

2 Introductions

Ann Fagan – Hall & Cemetery Assistant on contract until Feb 2019

3 Confirmation of minutes

Confirmation of minutes of the General Halls Committee meeting held on 29 May 2018.

4 Action Items from the previous meeting

All action items discussed with outcomes.

5 Standing Business

6.1 Risk Management and Workplace Health & Safety

6.2 Policy & Procedure

6 Business Arising

6.1 Maintenance Projects 2018/19

6.2 Funding Status Updates

7 Closure

8 Next meeting

27th November 2018