

Meeting Agenda

1. Apologies

2. Confirmation of minutes

Confirmation of minutes of the General Halls and Buildings Committee meeting held on 27 May 2014.

3. Introductions

4. Action Items from previous meeting

All action items from previous meeting discussed one by one.

5. Business arising

5.1 Emergency management

5.2 Booking Forms

6. Standing business

6.1 Risk Management and Workplace Health & Safety for Committees

- Working Bee Risk Assessment
- First Aid Officers
- Collection of insurance information

6.2 Code of Conduct for Committees

Use of Committee Receipt Books.

7. New Business

7.1 Facility Management Plans

7.2 New Fees & Charges

7.3 Timebanking

8. Questions

Meeting Close

Next meeting –

25th November 2014