**A G E N D A**

**Tuesday 7 November 2023 at 7:30pm**

1. Apologies
2. Minutes of the previous meeting held on 22 August 2023
3. Matters arising

Website action

Public Entertainment Licence from SBC

Review of new petty cash set-up

New urn

Redpath gazebo

1. Finance Report

Review of insurance requirements (see attached advice from RFVCH Village Hall Manual)

1. Update on SCIO transfer
2. Events

Review of events since last meeting

Riverwoods film date tbc

Quiz Night/s

Film nights : Xmas film and dates for 2024

Xmas party : price of ticket and publicity

Carol singing

Burns Night : date to be confirmed 20th or 27th January 2024

1. Update on Place Making meetings
2. Maintenance and Quarterly Risk Assessment action check

Painting of windows

Floor cleaning

“Spring” clean of Hall

Notice board location

Redpath gazebo

Wall repairs

1. Any Other Business
2. Date of next meeting

Extract from RFVCH Village Hall Handbook 2020

A screenshot of a document

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