

# **ASHTON HAYES and HORTON-cum-PEEL**

## **ANNUAL GENERAL MEETING**

### **of the Parish Rooms Trustees**

**Monday 28<sup>th</sup> January 2019 at 7.00pm.**

**In The Parish Room, West End, Ashton Hayes.**

### **AGENDA**

1. Apologies for Absence.
2. Welcome and introductions.
3. Review of minutes of last meeting held in February 2018.
4. Verbal report on practical work and improvements undertaken in 2018/19 and agreement of those which need budgeting for in 2019/20.
5. Verbal report on Fire Safety measures undertaken
6. Financial matters
  - a) Approval of accounts and financial summary for 2017/18 to be submitted to Charity Commission.
  - b) 17/18 cheque stubs to be checked and countersigned as appropriate
  - c) Agree proposals for independent examination of accounts/audit
  - d) Agree operating budget for 2018/19 and the principle that the aim should be to break even, with any shortfall addressed by a grant from the Parish Council. The Parish Council to pay for improvements and repairs from its reserves unless the Parish Rooms is in a financial position to meet the cost of these
  - e) Agree charges for room hire for 2019/20
  - f) Agree that the Parish Council pay a fixed fee for 2019/20 for their hire of the Parish Rooms for PC related meetings.
  - g) Discuss the proposal that the Parish Rooms are recharged by the Parish Council for any costs incurred by the Parish Council on behalf of the Parish Rooms e.g. Insurance.
7. AOB
8. Meeting dates for 2019/20