

**Meeting of the Trustees of the Longstanton Village Institute Charity
On Monday 1st September 2008 at 7.30pm to be held in the Parish Meeting
Room (rear entrance of the Village Institute)**

Members of the Public & Press are welcome to attend.

Agenda

1. Apologies.
2. Minutes of 12th May 2008.
3. Consider adoption of Standing Orders.
4. Report from the Chairman of the Village Institute Charity.
5. Report from the Village Institute Caretaker/Manager.
6. Finance – Final accounts 2007/8.
7. Finance – Quarter 1- accounts for 2008/9. (circulated 11th August 2008)
8. Installation of new smoke alarms and locking device.
9. Consider policies and procedures for adoption –
Users Booking Terms/Agreement
Bookings procedures
Risk Assessment
Fire Risk Assessment
10. Request for closed meeting of the Trustees to consider staff appraisal and recommendations.
10. Matters for consideration at the next meeting.

M.Cartwright
L.V.I. Chairman
12th August 2008