PARISH OF BOVINGDON

NOTICE OF MEETING OF MEMORIAL HALL MANAGEMENT COMMITTEE

Dear Councillor,

I hereby give you notice that the next meeting of the **MEMORIAL HALL MANAGEMENT COMMITTEE** of the above named Parish will be held at the **MEMORIAL HALL,** **BOVINGDON** on **TUESDAY 9 FEBRUARY 2016 AT 7.30 P.M.**

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Dated this day 27 January 2016

Mike Kember

Clerk to the Council

To:

Councillor Alison Gunn

Councillor Julia Marshall

Councillor Julie Steer

Councillor Giles Turner

Councillor Pauline Wright

Business to be transacted as on attached sheet

**TO ALL MEMBERS OF THE MEMORIAL HALL MANAGEMENT COMMITTEE**

You are hereby summoned to the meeting of the Memorial Hall Management Committee to be held on Tuesday 9 February 2016 at 7.30 p.m. at the Memorial Hall, Bovingdon to transact the business set out in the attached Agenda:

**AGENDA**

1. Apologies for Absence – Councillor Pauline Wright
2. Declaration of Interests linked to any of the items
3. Minutes of Meeting held on 20 October 2015
4. Matters arising from the Minutes of the Meeting held on 20 October 2015
5. To review spend to 31 December 2016
6. Update on renewal of Cleaning Contract
7. Issues & progress report :
8. Regular checks & testing of emergency lighting, first aid kits, etc.
9. Outstanding maintenance issues

* Rendering to side of Clubroom
* New exit door from Clubroom to side of building
* Remove beds at side of Hall

1. Review of 5-year Memorial Hall maintenance plan
2. Date of next meeting – to be agreed