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 14 JULY** **2015 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 8 July 2015

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 14 July 2015 at 7.30 p.m. at the Memorial Hall, Bovingdon to transact the business set out in the attached Agenda:

**AGENDA**

1. Appointment of Chairman of the Memorial Hall Management Committee to hold office until the next Annual Meeting of the Parish Council
2. Apologies for Absence
3. Declaration of Interests linked to any of the items
4. Minutes of Meeting held on 17 November 2014
5. Matters arising from the Minutes of the Meeting held on 17 November 2014
6. To review spend to 30 June 2015
7. To consider projects already budgeted for incl. refurbishment of Memorial Hall forecourt
8. To consider accepting a quotation for carrying out a ‘one-off’ high clean of the Main Hall incl. the stage
9. To review Hall Hire Charges for 2016 - 17
10. Issues & progress report :
11. Regular checks & testing of emergency lighting , first aid kits etc
12. Hall Risk Assessment
13. Outstanding maintenance issues
14. Review of 5-year Memorial Hall maintenance plan
15. Date of next meeting - TBA