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 17 OCTOBER 2017 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 3rd October 2017

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 17 October 2017 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 11th October 2016
5. Matters arising from the Minutes of the Meeting held on 11th October 2016
6. To review spend to 30 September 2017
7. To discuss the draft budget for 2018 -19
8. Health & Safety issues
9. Regular checks & testing of emergency lighting, first aid kits, etc.
10. Issues & progress report :
11. 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