

Bovingdon Parish Council

The Memorial Hall
High Street
Bovingdon
Herts
HP3 0HJ

Tel: 01442 833036

Email: office@bovingdonparishcouncil.gov.uk

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 **WEDNESDAY 27 NOVEMBER 2019 AT 2.00 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 20 November 2019

Mike Kember

Clerk to the Council

To:

Councillor Alison Gunn
Councillor Julia Marshall
Councillor Julie Steer
Councillor Pauline Wright

Business to be transacted as on attached sheet

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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 Wednesday 27 November 2019 at 2.00 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 the Meeting held on 16 October 2018
5. Matters arising from the Minutes of the Meeting held on 16 October 2018
6. To review spend to 30 September 2019
7. To discuss the draft budget for 2019 - 20
8. To review Hire charges for 2019 - 20
9. Health & Safety issues
 - (i) Risk Assessment
10. Issues & progress report :
 - (i) Outstanding maintenance issues
11. Review of 5-year Memorial Hall maintenance plan
12. Date of next meeting – to be agreed