

# Bovingdon Parish Council

The Memorial Hall  
High Street  
Bovingdon  
Herts  
HP3 0HJ

Tel: 01442 833036

Email: [office@bovingdonparishcouncil.gov.uk](mailto: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 remotely via video conference on **TUESDAY 16 NOVEMBER 2021 AT 6.15 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 10 November 2021

Mike Kember  
Clerk to the Council

To:  
Councillor Mike Foulds  
Councillor Alison Gunn  
Councillor Julie Steer  
Councillor David Stent  
Councillor Pauline Wright

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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 remotely via video conference on Tuesday 16 November 2021 at 6.15 p.m. 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 20 July 2020
5. Matters arising from the Minutes of the Meeting held on 20 July 2020
6. To review spend to 31 October 2021
7. To discuss the draft budget for 2022 – 23 - Dave Kirk to circulate papers
8. To review Hire charges for 2022 – 23 – paper circulated 9 November 2021
9. Documentation for review
  - 9.1 Hall Health & safety plan - circulated 21 October 2021
  - 9.2 Hall fire exit plan - circulated 22 October 2021
  - 9.3 Hall safeguarding policy - circulated 22 October 2021
  - 9.4 Hall policy risk assessment\_v13 - circulated 9 November 2021
  - 9.5 Hall COSHH chemicals list - to follow
10. Health & Safety issues
11. Issues & progress report
12. Review of 5-year Memorial Hall maintenance plan
13. Date of next meeting – to be agreed

### **Exclusion of the public**

That under S 4 (A) of the Public Bodies (Admissions to Meetings) Act 1960 the public be excluded during the item(s) in Part II of the agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during these items there would be disclosure to them of exempt information relating to a contract:

14. Review of Cleaning contract – paper to follow