

BURSTWICK PARISH COUNCIL

Burstwick Village Hall Clerk: Mr A James

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To members of the Burstwick Village Hall Committee

You are requested to attend a committee meeting at Burstwick Village Hall on 13th October 2019 at 3.00pm to transact the following business.

Andy James Village Hall Clerk Issued on: 8th October 2019

AGENDA

- 2019/10/01 To note apologies for absence
- 2019/10/02 Members to disclose their interests in matters to be discussed
- 2019/10/03 To confirm the minutes of the meeting held on 29th July 2019
- 2019/10/04 Matters arising from the minutes
- 2019/10/05 Clerk and Committee member updates
- 2019/10/06 To discuss costs of broadband/telephone connection in the Village Hall
- 2019/10/07 To discuss letting of the Village Hall by committee members
- 2019/10/08 To review external hire charges
- 2019/10/09 To discuss options of a reserve bank account
- 2019/10/10 To consider removal of Village Hall curtains
- 2019/10/11 To discuss costs to replace drainpipes, guttering and water butt
- 2019/10/12 To consider lowering height of fire extinguishers or purchasing of extinguisher stands
- 2019/10/13 To discuss options and costs of floor buffer
- 2019/10/14 Update on repairs / maintenance / Health & Safety
- 2019/10/15 To receive financial update on YTD income and expenditure
- 2019/10/16 Agree schedule of payments and receipts
- 2019/10/17 Items for next meeting

The next meeting of Burstwick Village Hall Management Committee will be confirmed at a later date