

# BURSTWICK PARISH COUNCIL

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Burstwick Village Hall Clerk: Mr A James

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## **To members of the Burstwick Village Hall Management Committee**

You are requested to attend a meeting of Burstwick Village Hall Management Committee at Burstwick Village Hall on Wednesday 1<sup>st</sup> November 2023 at 7.30pm to transact the following business.

*Andy James* Village Hall Clerk      Issued on: 26<sup>th</sup> October 2023

## **AGENDA**

- 2023-11-01      To note apologies for absence.
- 2023-11-02      Members to disclose their interests in matters to be discussed.
- 2023-11-03      To confirm the minutes of the meetings held on 30<sup>th</sup> August 2023.
- 2023-11-04      Clerk and Committee member updates.
- 2023-11-05      Update on Christmas event to be held on Sunday 26<sup>th</sup> November 2023.
- 2023-11-06      Update on toilet refurbishment.
- 2023-11-07      To agree renewal of lottery licence.
- 2023-11-08      To agree renewal of PPL PRS licence.
- 2023-11-09      Update on repairs / maintenance / Health & Safety.
- 2023-11-10      To agree summary of payments and receipts.
- 2023-11-11      To receive financial update.
- 2023-11-12      Items for next meeting.

**The next meeting of Burstwick Village Hall Management Committee is Wednesday 14<sup>th</sup> February 2024.**