

# 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 Committee**

You are requested to attend a committee meeting at All Saints Church on 24<sup>th</sup> April 2019 at 7.30pm to transact the following business.

*Andy James* Village Hall Clerk      Issued on: 19<sup>th</sup> April 2019

## **AGENDA**

- 2019/04/01    To note apologies for absence
- 2019/04/02    Members to disclose their interests in matters to be discussed
- 2019/04/03    To confirm the minutes of the meeting held on 6<sup>th</sup> March 2019
- 2019/04/04    Matters arising from the minutes
- 2019/04/05    Clerk and Committee member updates
- 2019/04/06    Confirm signed committee memberships in line with the terms of reference
- 2019/04/07    To discuss cost and type of lock and agree to fit new lock to main door
- 2019/04/08    To discuss purchase of new microwave
- 2019/04/09    To discuss options for businesses advertising in the village hall
- 2019/04/10    To discuss moss / plants growing on village hall outside walls and behind drainpipes
- 2019/04/11    Update on working group to progress the upgrade of the toilets project
- 2019/04/12    Update on repairs / maintenance / Health & Safety
- 2019/04/13    Agree schedule of receipts and payments
- 2019/04/14    Items for next meeting

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