

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 All Saints Church on 24th February 2020 at 7.30pm to transact the following business.

Andy James Village Hall Clerk Issued on: 18th February 2020

AGENDA

- 2020/02/01 To note apologies for absence
- 2020/02/02 Members to disclose their interests in matters to be discussed
- 2020/02/03 To confirm the minutes of the meeting held on 13th October 2019
- 2020/02/04 Matters arising from the minutes
- 2020/02/05 Clerk and Committee member updates
- 2020/02/06 Committee to discuss and agree on date/time/venue for remainder of 2020 VHMC meetings.
- 2020/02/07 To discuss storage of new chairs
- 2020/02/08 To agree external hire charges
- 2020/02/09 To agree on date for skip hire
- 2020/02/10 To agree and minute for VHC to be primary named person responsible for online bank account
- 2020/02/11 To discuss quote for drainpipes, guttering and water but
- 2020/02/12 To discuss costs for floor maintenance
- 2020/02/13 To discuss and agree increase for cleaner
- 2020/02/14 Update on repairs / maintenance / Health & Safety
- 2020/02/15 To receive financial update on YTD income and expenditure
- 2020/02/16 Agree schedule of payments and receipts
- 2020/02/17 Items for next meeting

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