



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF MEETING SUMMONS AND AGENDA

A MEETING OF BOUGHTON-UNDER-BLEAN PARISH COUNCIL
VILLAGE HALL MANAGEMENT COMMITTEE
WILL BE HELD IN THE LIBRARY, BOUGHTON UNDER BLEAN VILLAGE HALL
ON **TUESDAY 29th AUGUST 2023 AT 7:30pm**

Members of the public and press are invited to attend. Under the Openness of Local Government Bodies Regulations 2014, attendees may be filmed, recorded or otherwise reported about by anyone present. Unless advised otherwise, the council accepts no responsibility for data recorded in this way or its distribution. Any item on the agenda may be heard in private when considered to be confidential.

1. ATTENDEES

2. APOLOGIES

3. DECLARATION OF INTERESTS

4. PUBLIC PARTICIPATION

Members of the public will be given up to 15 minutes to talk with Councillors, the item may be added to the agenda for the next meeting if agreed by Councillors.

5. MINUTES

Confirm minutes of the Village Hall Management Committee meeting held on Tuesday 4th July 2023
Confirm minutes of the Village Hall Management Committee meeting held on Tuesday 25th July 2023

6. MATTERS ARISING - items to be discussed

- A. Insurance - Bar
- B. E.K. Fire Protection quote
- C. Crowdfunding
- D. Heating
- E. Set date for meeting - review of policies and hire fees

7. TASK LIST

8. PROPERTY & MAINTENANCE

- A. Urinal refurbishment

9. PERSONNEL

Maintenance/Handy Person required

10. FINANCE/ADMINISTRATION

- A. Finance report
- B. Payments for approval
- C. Castle Water – Water Efficiency Audit
- D. Grant Money
- E. End of year accounts
- F. Gas/electric - contract renewal prices
- G. Letter to bank - cancel cheque

11. CORRESPONDENCE

12. LETTINGS

- A. Online bookings
- B. Hire charges
- C. Emergency Telephone Numbers – Website
- D. Comedy night - payment

13. MEMBERS COMMENTS / REPORTS

14. DATE OF NEXT MEETING – 26 September 2023

23rd August 2023

S. Muteham Clerk to the Council