

HORTON KIRBY AND SOUTH DARENTH PARISH COUNCIL
Parish Office, Village Hall, Horton Road, South Darenth DA4 9AX

14th September 2021

TO ALL MEMBERS OF THE HALLS COMMITTEE

A G E N D A

You are summoned to attend a meeting of the Halls Committee to be held on **Tuesday 21 September 2021** in the Parish Room Hall, South Darenth at 7.30 pm. For any members of the public who wish to attend, space is limited for the Parish Room. Please contact the Parish office to book your place in advance.

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

3 MINUTES

To confirm the Minutes of the last meeting.

4 MATTERS ARISING

Items arising from the Minutes of the last meeting (for information only unless specified in advance and included on this agenda)

5 QUESTIONS FROM THE PUBLIC and CORRESPONDENCE

To allow 10 minutes for members of the public to raise any matters for consideration and future decisions as necessary and appropriate. Please note items raised will be referred to the relevant parish council meeting. The public raising items that are not the responsibility of the Parish Council will be informed of the relevant authority to direct their query to.

6 REGULAR HIRERS

To discuss any matters not already raised on the Agenda by regular hirers representative present at meeting.

7 CASUAL HIRERS

To receive an update on bookings

8 MAINTENANCE

To consider decision on purchasing storage in the green room and/or utilising space in the Jubilee Hall.

To receive reports and consider any actions to be taken.

9 ADMINISTRATION

To consider Clerk's request to reduce provisional booking time allowed and introduce administration fee within a specified time frame.

10 CONTRACT 7 HEALTH & SAFETY, RESPONSIVE AND PLANNED MAINTENANCE

To discuss Halls contract 7, currently part of Ground Maintenance contract tender

11 BUDGET MONITORING

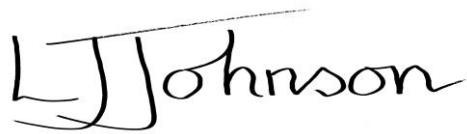
To receive for information and comment Halls finance report for Budget monitoring purposes.

12 CLEANING CONTRACT REVIEW

To consider cleaning needs of halls and review contract for tendering work from January 2022 (expiry date of current contract tbc).

13 DATE OF NEXT COMMITTEE

Tuesday 16th November 2021

A handwritten signature in black ink, reading 'LJ Johnson'. The initials 'LJ' are stylized and written before the surname 'Johnson'.

Lisa Johnson, Clerk to the Council