

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

21 September 2022

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 27th September 2022** in the Parish Room South Darenth at **7.30 pm**. For members of the public who wish to attend, space is strictly limited for the Parish Room. **You must contact the Parish office to book your place in advance by midday on 27th September 2022.** Otherwise you may not be able to attend.

1 APOLOGIES FOR ABSENCE

To receive apologies for absence

2 DECLARATIONS OF INTEREST

To receive apologies for absence

3 MINUTES

To confirm the Minutes of the last meeting of the 19th July 2022.

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 or read out any correspondence received. Items that are not the responsibility of the Halls Committee will be informed of the relevant committee, parish council or authority to direct their query to.

6 REGULAR HIRERS

To receive update from Clerk to include level of bookings and any outstanding invoices.

7 CASUAL HIRERS

To receive update from Clerk on levels of bookings.

To receive and consider cancelled private bookings refund requests.

8 FIRE RISK ASSESSMENT REPORT

To discuss work already undertaken and to consider if any further work needs to be undertaken.

9 MAINTENANCE

To receive reports and decide any actions to be taken.

To receive update on Village hall furniture

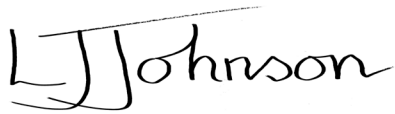
To receive estimate from John Turnbull for extra cctv and associated works.

10 CARD MACHINE

To approve card provider in order to enable Parish office to take card payments.

11 DATE OF NEXT COMMITTEE

7TH October 2022 to include budget setting.

A handwritten signature in black ink, reading 'LJ Johnson'. The signature is written in a cursive style, with the first letters of the first and last names being capitalized and prominent.

Lisa Johnson, Clerk to the Council