

## NOTICE OF MEETING OF UNSTONE COMMUNITY HALL MANAGEMENT COMMITTEE

15<sup>th</sup> June 2019

To: The Chairman and Members of Unstone Parish Council

Dear Councillor,

You are summoned to a Meeting of Unstone Community Hall Management Committee to be held at 7.00 pm on Thursday 20<sup>th</sup> June 2019 at the Moorland View Elderly Peoples Club, Apperknowle.

Members are asked to sign the attendance sheet for the meeting. This will be available from the Clerk.  
The agenda is set out below.

Yours sincerely,



Jacqueline Clayton  
Parish Clerk

### AGENDA

- 1 To receive Apologies for Absence.
- 2 To appoint CHMC Chairperson & signing of acceptance of office documentation
- 3 To appoint CHMC Vice Chairperson & signing of acceptance of office documentation
- 4 To receive apologies for absence
- 5 To agree any variation of order of business.
- 6 Declaration of members interests.
- 7 Public Speaking  
*A period of not more than fifteen minutes will be made available for Members of the Public and Members of the Council to comment on any matter.*
- 8 To confirm the Minutes of the Committee Meeting held on 18<sup>th</sup> April
- 9 Community Hall google reviews
- 10 Bar update
- 11 Clerk's Report to the Committee.
- 12 Responsible Finance Officer's Report to the Committee.
- 13 Caretaker's Report to the Committee.
- 14 To confirm date and time of next meeting as 7.00 pm Thursday 19<sup>th</sup> September 2019.
- 15 To note any items for the next CHMC Meeting Agenda.