**NOTICE OF MEETING & AGENDA**

A meeting of the Community Hall Committee will be held in Teynham Community Hall, 89 Station Road, Teynham, on Tuesday 11th July 7.30pm. The Agenda for the meeting is given below:-

AGENDA

1. Apologies for absence.
2. Declarations of Interests on Items on the Agenda.
3. Public Session for 20 minutes to allow members of the public and Councillors with pecuniary interests to speak for no more than three minutes in respect of the business on the agenda. A question shall not require a response at the meeting nor start a debate on the question.
4. Election of Chairman.
5. To approve the Minutes of the meeting held on the 4th April 2022.
6. Matters Arising.
7. Chairman’s report.
8. Hall accounts (Clerk)
9. Energy costs situation.
10. Booking fees.
11. Hiring & information booklets and hiring contract (Cllr Sharman)
12. Risk Assessments (Cllr Sharman)
13. Reports on booking situation (Clerk)
14. Reports on Drop-in Café (Clerk)
15. Christmas arrangements (Cllr Simester)
16. Repairs maintenance and upgrading (if any)
17. Date of next meeting.
18. Chairman’s closing remarks.

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PRESS AND PUBLIC WELCOME

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Signed: Date: 5th July 2023

