**NOTICE OF MEETING & AGENDA**

A meeting of the Community Hall Committee will be held in Teynham Community Hall, 89 Station Road, Teynham, on Monday 4th April 2022 at 10am. 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. To approve the Minutes of the meeting held on the 9th November 2021.
5. Matters Arising.
6. Chairman’s report.
7. To receive a report on the booking situation and the Hall’s finances.
8. To discuss and agree any changes in hire fees to address the massive increases in energy costs.
9. To agree a member of the Committee to look after the Hall’s Defibrillator.
10. To receive an update on the Drop in Café and future proposals.
11. To discuss and agree the arrangements to refurbish the bar area.
12. To revisit, discuss and agree proposals to replace the emergency lighting fixtures.
13. To agree that whilst we have an electrician working in the Hall to modify the stage lighting fixtures to ‘two way’ switching from the stairs both sides of the stage.
14. To agree a way forward to have the Google Calendar working between Committee members and Hall users for bookings.
15. To discuss and agree to replace the Hall heating thermostat to a Wi-Fi controlled digital room thermostat at a cost of around £60 for parts.
16. To investigate and specify shelving, if required, to improve storage facilities in the Container.
17. Date of next meeting
18. Chairman’s closing remarks

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PRESS AND PUBLIC WELCOME

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Signed: Date: