

The Village Hall Management Committee



NOTICE OF MEETING:

The next Village Hall Management Committee Meeting will be held on
Tuesday 12th December 2023 at 7:00pm
in The Town Hall, The High Street, Milborne Port.

Chairman: **TBC**

Vice-chairman: **TBC**

Membership: **Cllr T. Carty, Cllr R. Lockey, Cllr T. Watts, Cllr M. Capon, Cllr C. Phillips, Cllr G. Coombs**
and
Mrs J. Hill, Mr J. Craw, Mr M Lancaster, Mrs C Chiplen, Mr R. Douglas.

To all Members of Milborne Port Parish Council Village Hall Management Committee, I hereby summons you to attend the above meeting, to resolve on the business as outlined below.
All other Members of the Council and the Public are welcome to attend.

Signed:

A handwritten signature in black ink, appearing to be "S Pritchard", written over a horizontal line.

Mr Simon Pritchard PSLCC

Parish Clerk & Responsible Finance Officer - Milborne Port Parish Council

Please note:

This committee is a shadow committee and is not the committee currently responsible for overseeing the management of the Village Hall. When the current trustees of the Village Hall all resign on 1st April 2025 the Parish Council will become the sole trustee (on the same day) and it will be this committee that becomes the actual managing committee for the Village Hall from that day forwards.

7:00pm Public Question and Comment Time:

Before the start of the formal meeting the Public are given the opportunity to ask questions or pass comment. Once the formal meeting has started the Public are reminded that they have no right to speak.

Agenda:

1) Introductions:

An opportunity for members of the committee to introduce themselves to each other.

2) Appointment of Committee Chairman:

To resolve on the appointment of a chairman until May 2024

3) **Apologies for Absence:**

To receive any apologies for absence.

4) **Declarations of Interests & Dispensations to Participate:**

Members are reminded of their obligation to declare any Pecuniary or Other Interests they may have under the Localism Act 2011 and the LGA Code of Conduct for Somerset. Dispensations to participate to be applied for before the meeting by submitting the form to the Parish Clerk.

A. To receive any Declarations of Interests from Members:

B. To resolve on any Dispensations to Participate applications:

5) **Appointment of Village Hall Manager – Job Advert:**

To agree on the scope of the job to be advertised, hours pay etc. Where to advertise, timelines etc.

6) **Future Meetings and Workload:**

To agree the work the committee needs to undertake over the next few months, and when it will meet.

7) **Current Situation - Verbal Update:**

To receive and note any verbal update from the chairman (or other members) as to the current situation with the day-to-day running of the Village Hall.