

WOBURN SANDS TOWN COUNCIL

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Members of Woburn Sands Town Council Communications Committee are hereby summoned to attend the **Meeting of the Halls Committee** on **Tuesday 4th June 2024 at 2pm in the Committee Room, Memorial Hall.**

Members of the public are welcome to attend.

AGENDA

10/24	Present:	
11/24	Apologies:	
12/24	Elect a Halls Committee Chairperson:	
13/24	Minutes: To consider the approval of the draft minutes of the last meeting of the Council held on Tuesday 16 th April 2024. Circulated.	
14/24	Updates: Jani King Cleaning company's regular cleaner has left and new cleaner starting this week for Summerlin and Sports Hall. a. The Memorial Hall – roof repaired. b. The Summerlin Centre – kitchen equipment to be installed 5 th /7 th June. Roofer to look at leaking roof. c. The Institute – auto doors repaired, requested funding support from Library Service d. The Sports Hall – Taylor Wimpey : met with new Customer Support manager.	
15/24	Promotions Policy: to consider amendments to the policy for hall hirers	
16/24	Finance: end of year income /expenditure and budget report	
17/24	Outstanding invoice: to decide on action	
18/24	To consider purchasing a small store shed for the Summerlin Centre to free up space in the large shed in the carpark. This would enable the Caretaker to have a workbench in the large shed to carry out messy work not suitable for the office, e.g. rubbing down wood for painting, making repairs, etc.	
19/24	Surveys of halls: quotes for surveys and maintenance schedules to be considered for the budget	
20/24	Date of next meeting:	

Signed:



Date: 29/05/2024