

WOBURN SANDS TOWN COUNCIL
Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH
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Members of Woburn Sands Town Council are hereby summoned to attend the **Halls Committee**
Meeting of Woburn Sands on **Tuesday 27th January 2026 at 1.00pm in the**
Committee Room, Memorial Hall.

DRAFT MINUTES

- 1/26 Present: Chairman D Hopkins, Cllrs T Sutton, K Temple, A Poppleton
R Marchant Bookings Coordinator, J Farrant Town Clerk.**
- 2/26 Apologies: Cllr L George-Barnes**
- 3/26 DECLARATION OF INTEREST:** Members to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted, and officers to disclose any interests they may have in any contract to be considered.
- 4/26 New Rates to be agreed for 2026/27:** Suggested rates attached for all halls. Consolidate rates for the halls for evenings and days. **APPROVED**
- 5/26 Overstays on Badminton courts:** Should the customer be charged for these items, or can we allow some discretion provided there is no impact on the subsequent booking? **ACTION: If exceeds 15 minutes send reminder emails, advising that overstay has been noted and confirm booking times.**
- 6/26 Question from a local artist:** We have been approached by a local artist who asked if we had a room in any of our halls that she could use on a long-term basis. An area that she could access at any time as long as it did not interfere with other bookings. She would like to store her things there as well. **There is no suitable venue**
- 7/26 Sickness Policy:** This was raised by a hirer who was poorly and could not do her class. **14 day cancellation policy or full payment is required**
- 8/26 New billing process of billing in advance:** Will start April 26 when the new rates. All hirers bought in to line, paying in advance. Email to be sent to all hirers **ACTION: RM & JF to draft email to send in advance of the new rates being implemented.**
- 9/26 Elections 2026:** What do we need to do? Invoice MKCC for the hire of the two polling stations.
- 10/26 Date of next meeting: TBA**