

REDBOURN PARISH COUNCIL

Redbourn Parish Centre, The Park,
REDBOURN, Hertfordshire, AL3 7LR
Telephone No: 01582 794832
e-mail: clerk@redbournparishcouncil.gov.uk



Working with the Community since 1894

4th January 2012

Councillors D Fenton, D Mitchell, M Maynard, R Stent and V Windle

You are hereby summoned to attend a meeting of the Redbourn Parish Centre Management Committee on Monday, 9th January 2012 at the Parish Centre at 1pm.

DIANE WHISKIN
Clerk to the Council

AGENDA

1. Apologies for absence
2. **MATTERS TO REPORT:** Members are invited to notify the Chairman of matters for report which they wish to be discussed at the end of the meeting. In so doing, the Member(s)/Officer(s) concerned must state the special circumstances which they consider justifies the matter being raised as a matter of urgency. The Chairman will decide whether the item(s) raised shall be considered under Matters for Report
3. Declarations of interest
4. Minutes of previous meeting
5. Bookings: Review booking calendar
6. Finances
 - 6.1 Review Income & Expenditure
7. Fabric Report
 - Heating
 - New loft door/ladder: to note ladder now fitted
 - ADT: to note works to entry system for police/conference room now complete
 - To consider PAT testing for equipment
8. Communications
 - 8.1 Newsletter
 - 8.2 Web Site
9. Marketing
10. Matters to Report (for discussion only)
11. Date of next meeting: 13th February 2011