



YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **COMMUNITY CENTRE COMMITTEE** ON
WEDNESDAY 24TH APRIL 2019 AT 7:30PM
IN THE **GIBSON SUITE** AT THE KINGS HILL COMMUNITY CENTRE

Members of the Public and Press are welcome to attend

Signed: *Julie Miller* Date of 18th April 2019
Clerk and Proper Officer Issue:

Members: Cllr A Board, Cllr C Bridger, Cllr C Brown, Cllr Waller
Substitutes: Cllr S Barker and Cllr M Colman

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Kings Hill Parish Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

Agenda

1. **To receive and accept Apologies for Absence**
2. **To receive Declarations of Interest & Lobbying**
3. **Minutes** – to receive and approve for signature the minutes of the meeting held on 20th March 2019. (Pages 1-4)
4. **Chairman's Announcements** – to receive announcements
5. **Public Session (to allow members of the public present to raise issues on items on the agenda)**

Strategic, Administration and Finance

6. **Administration & Finance**
 - 6.1. To receive financial statements and other reports for review and comment. (Pages 5-6)
 - 6.2. To consider terms of reference for recommendation to Full Council (Pages 7-12)
7. **Strategy**
 - 7.1. To receive Community Cinema report and agree actions. (Pages 13-16)

Operations and Events

8. **Community Centre Operations and Facility Management (Pages 17-22)**
 - 8.1. To receive sales update, including capacity and usage.
 - 8.2. To note update on Easter Egg Hunt.
 - 8.3. To note update on marketing.
 - 8.4. To consider hire rate for New Year's Eve.
 - 8.5. To consider hire rate fee for elections.
 - 8.6. To note human resources update.
 - 8.7. To note request from regular hirer regarding cancellation charges.
9. **To report external meetings with representatives of the Community Centre Committee** – see appendix 1
10. **Correspondence and matters for information** – see appendix 2

11. Date of next meeting

11.1. TBA

12. Questions from Committee Members and future agenda items

Appendix 1

To report external meetings with representatives of the Community Centre Committee

1. There were none.

Appendix 2

To report Correspondence and matters for information

1. There were none.