

THE WEST DEAN CENTRE

The Parish Office, West Dean Centre, High Street, Bream. GL15 6JW

26th March 2019

To all Members of the West Dean Centre Management Committee and Members of the General Public.

Dear Sirs and Mesdames,

I summon all members of the West Dean Centre Management Committee to a meeting to be held on **Tuesday 2nd April 2019** at 7.00pm in the Parish Office.

Yours faithfully

Phil Jones
Administrator

AGENDA

1. Apologies.
2. Declarations of Interest.
3. Adoption of Minutes of last meeting 4th December 2018 attached.
4. Finance
 - a) Receive the up to date 2018/19 expenditure against budget and balance sheet.
 - b) Agree the 2019-20 Budget, attached
 - c) Approval of cheque payments - list attached.
5. To consider the request from the Forest of Dean Dog Rescue to run a small fun dog show in the car park, if adverse weather, to use the Witherby Room. They would bring cleaning kit and clear up after as necessary.
6. Maintenance & Improvements:
 - a) Fitting of blackout curtains/blinds.
 - b) Fire Risk Assessment Update.
 - c) Refurbishment of car park gates Update.
 - d) PAT Testing
 - e) Additional CCTV camera for the West Dean Centre.
7. Meeting Dates for 2019:
25th June 2019 – AGM
12th November 2019