

THE WEST DEAN CENTRE

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

28 November 2018

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 4th December 2018** 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 14th August 2018 attached.
4. Finance
 - a) Receive the up to date 2018/19 expenditure against budget and balance sheet.
 - b) Approval of cheque payments - list attached.
5. Maintenance & Improvements:
 - a) Fitting of blackout curtains to all meeting rooms.
 - b) Fire Risk Assessment Report – 5th September 2018
 - c) To consider refurbishment of car park gates.
 - d) Arrange installation of additional CCTV camera and fit replacements as required.
6. Meeting Dates for 2019:
12th March 2019
25th June 2019 – AGM
12th November 2019