

THE WEST DEAN CENTRE

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

7th February 2022

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 **Wednesday 16th February 2022** at 7.00pm in the Parish Office of the West Dean Centre.

Yours faithfully

Phil Holland
Clerk

AGENDA

1. Apologies.
2. Election of New Chair to Committee.
3. Declarations of Interest.
4. Adoption of Minutes of last meeting 28th September 2021 attached.
5. To consider the terms of reference and update as necessary, copy attached.
6. Covid Restrictions
 - a. Update to limited numbers in parties booking West Dean Centre due to removal of Covid Restrictions by the Government.
 - b. Agree maximum numbers for each room within the West Dean Centre.
7. Finance

Receive the up-to-date 2021/22 expenditure against budget and balance sheet.
8. Maintenance & Improvements:

To consider the quotations for the installation of a Hearing Loop system in the West Dean Centre
9. To confirm the meeting dates for the Committee for the remainder of 2021/22 and beginning of 22/23.