

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

Burghfield Parish Council, PO Box 7381, Reading RG1 9XP

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NOTICE OF MEETING

You are summoned to attend a meeting of the **Community Hub Committee**. The meeting will be held on Thursday 2 December 2021 at 6.30pm, for the transaction of business set out in the Agenda below.

Date: Thursday 17th February 2022 **Time:** 6.30pm
Place: West Wing Committee Room

Cally Morris
Clerk to Burghfield Parish Council

1.0222 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council

2.0222 Declaration of any personal or financial interests

In accordance with the requirements of the process for dealing with member's standards matters, to disclose and declare all personal or financial interests including those of a partner/spouse on any Agenda item (as recorded in the Register of Member's Financial and Other Interests form).

3.0222 Applications for Dispensations

To consider and grant any applications from members who may have a personal/financial interest in a specific matter under consideration.

4.0222 Minutes of the last Meeting

i) To approve the Minutes of the last meeting of the Committee held on 2 December 2021

5.0222 Community Café/Hub Project

i) To receive an update in relation to the purchase of a temporary unit for a café

ii) To review the timeline for the installation of the unit

iii) To discuss & determine the internal layout of the unit

iv) To review the action list for the progression of the café

v) To discuss the business model for the operation of the Café

vi) To discuss and determine the schedule for tender

6.0222 Matters for Future Discussion

7.0222 Items for Information

Close of meeting