

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 7.45pm, for the transaction of business set out in the Agenda below.

Date: Thursday 2 December 2021 **Time:** 7.45pm
Place: West Wing Committee Room

Cally Morris
Clerk to Burghfield Parish Council

- 1.1221 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council**
- 2.1221 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).
- 3.1221 Applications for Dispensations**
To consider and grant any applications from members who may have a personal/financial interest in a specific matter under consideration.
- 4.1221 Minutes of the last Meeting**
 - i) To approve the Minutes of the last meeting of the Committee held on 14 October 2021
- 5.1221 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 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 and determine the schedule for tender
- 6.1221 Matters for Future Discussion**
- 7.1221 Items for Information**
Close of meeting