BURGHFIELD PARISH COUNCIL
Clerk: Mrs C Morris
Burghfield Parish Council, PO Box 7381, Reading RG1 9XP
Tel: 0118 9831748 **Email**: clerk@burghfieldparishcouncil.gov.uk

NOTICE OF MEETING

You are summoned to attend a meeting of the **Facilities Committee**. The meeting will be held on **Thursday 27 June 2024** for the transaction of business as set out in the Agenda below:

Date: **Thursday 27 June 2024** **Time:** **7.30pm**

Place: **West Wing Committee Room, Burghfield Village Hall**

Cally Morris
Clerk to Burghfield Parish Council

1.0624 Apologies for Absence

2.0624 Declarations of Interests & Applications for Dispensations

3.0624 Minutes of the last Meeting

4.0624 To receive reports on the management and maintenance of the following facilities:

a) Burghfield Village Hall

i) To receive a report from the Facilities Officer in relation to the management and maintenance of the village hall and give consideration to any actions required.

ii) To give consideration to the quote received for the repainting of the Telephone Box

b) Burghfield Sports Pavilion

i) *To receive a report in relation to the management and maintenance of the Sports Pavilion*

c) Common & Hatch Allotment sites

i) To receive a report from the Facilities Officer in relation to the management and maintenance of parish owned and maintained allotment sites

ii) To receive an update on the improved water provision at the Common allotments and give consideration to any actions required.

iii) To confirm dates for allotments surgeries

d) Burghfield Burial Ground

i) To receive a report in relation to the maintenance of the Burial Ground & Closed Church yard

5.0624 Health & Safety

i) *To give consideration to any H&S issues identified and determine the required action*

6.0624 Environment & Sustainability

i) *To receive a report regarding environmental work in the parish and plan future projects impact to reduce BPC's carbon footprint and promote sustainability*

7.0624 Finance

i) *To receive a monitoring report*

8.0624 Future Agenda items & Items for Information Only

Close of meeting