

# **BURTON SALMON PARISH COUNCIL**

**A Meeting of the Village Hall Committee is to be held on Tuesday 22<sup>nd</sup> July 2025 at  
7:30pm in Burton Salmon Village Hall**

Members of the press and public are welcome to attend to listen to the proceedings

*D Meir*

Debi Meir  
Burton Salmon Parish Council Clerk  
16<sup>th</sup> July 2025

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## **AGENDA**

1. Appointment of Chairman
2. Appointment of Vice Chairman
3. Present and apologies
4. Members of the public – subjects raised
5. Declarations of interest
6. Hall management -
  - 6.1. To consider and approve hire charges and terms and conditions
  - 6.2. To consider and approve the booking process and system
  - 6.3. To appoint a member to be responsible for managing bookings
  - 6.4. To appoint two members as key holders
  - 6.5. To appoint a member to manage the petty cash for day to day expenditure items
  - 6.6. To consider health and safety requirements and arrangements for conducting a risk assessment
  - 6.7. To consider handover arrangements and agree any actions
  - 6.8. To consider any other operational arrangements and agree any actions
7. Minor matters – To notify the clerk of minor matters for action or inclusion on the next agenda
8. Date and time of next meeting