



## NOTICE OF PARISH COUNCIL COMMITTEE MEETING

I hereby give notice that a meeting of the **Building Management Committee** will be held in Brockworth Community Centre, on **Wednesday, 14 September 2016 at 8.00 p.m.**

**Members of the Committee** are hereby summoned to attend for the business of considering and resolving upon the matters as set out below.

**All residents** of the Parish are welcome to attend and a 15 minute period of time will be set aside from 8.00pm to 8.15pm for members of the public to raise questions.

*Sarah McColl-Dorion*  
(Clerk to the Council)

9<sup>th</sup> September, 2016

### AGENDA

**421/BM TO RECEIVE APOLOGIES FOR ABSENCE**

**422/BM TO RECEIVE DECLARATIONS OF INTEREST**

**423/BM MINUTES**

1. To approve the Minutes of the meeting held on 16<sup>th</sup> March, 2016 (attached)

**424/BM BUILDING UPDATE**

1. To receive the building report (attached)
2. To receive a summary of community Centre usage (attached)
3. To receive a report from the meeting with the kitchen staff and clerk(attached)
4. To consider the purchase of a new kitchen equipment to include:
  - (i) Panini press
  - (ii) Counter top fridge for sandwiches and wraps
  - (iii) Chest freezer
  - (iv) Microwave
5. To consider the purchase of a new banner to advertise the community centre café.

**425/BM FINANCE**

1. To receive statements summarising profit & loss and running costs of the Community Centre (attached)
2. To receive a summary of income and expenditure for the coffee shop (attached)

**426/BM CORRESPONDENCE**

To receive any correspondence for information.

**427/BM DATE OF NEXT MEETING –**

16<sup>th</sup> November, 2016.