Dear Committee

Meeting Notice and Agenda – S355 General Community Hall Committee Meeting

Please ensure your nominated representative or alternative is made aware of the meeting. The meeting details are as follows:

Date: **Tuesday 8 June 2021**

Time: 4:45pm with the meeting starting at 5:00pm

Location: **Bega Valley Commemorative Civic Centre, Zingel Place, Bega**

Please contact council with any apologies or if you have any items for the agenda.

COVID 19 Safety Plan

Bega Valley Commemorative Civic Centre have a COVID 19 safety plan in place and can provide us with a room that has enough room for social distancing of 1.5 metres to conduct the meeting. Wearing a face mask is not mandatory but it is encouraged.

Additional information

The 355 General Halls Committee is made up of one representative from each of the individual community hall committees. If for some reason this representative is unable to attend the meeting, each of them also has an alternative representative nominated. If for some reason, either of these nominated representatives are unable to attend, please contact me prior to the meeting to arrange alternative representation.

Additional committee members are welcome to attend the meeting as observers, however to ensure that each of the individual halls are represented equally, we ask that if more than one person from your committee is to attend, that they sit in the gallery and only the nominated representative (or their alternative) sits at the committee table.

I look forward to seeing you at the meeting.

Yours sincerely

K Berenguer

Katrina Berenguer
Acting Cemetery & Hall Officer

**note – this meeting will be recorded for ease of minute taking please note any objections prior to commencement

1 Apologies

2 Introductions

3 Confirmation of minutes

Confirmation of minutes of the General Halls Committee meeting held on 30 March 2021.

4 Action Items from the previous meeting

All action items discussed with outcomes.

5 Standing Business

5.1 Risk Management and Workplace Health & Safety

5.2 Policy & Procedure

6 Business Arising

6.1 BVSC venue hire website/communications

6.2 Maintenance projects update

6.3 Major works / grant funding projects update

6.4 Wandella / Kiah Halls rebuild update

6.5 Hall committees sharing ideas

7 New Business

7.1 Timber Pest Inspections

7.2 2021/22 Maintenance Project Proposals

7.3 Community Hall Committee term / General election of Councillors

8 Closure

9 Next meeting

Tuesday 24 August 2021