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To all members of Bracken Hall Sub-Committee

Cllr Joe Ashton, Cllr Peter Ashton, Cllr Lynne Ware.

(Co-opted members E. Nash and J. Pollard)

**You are hereby summoned to attend a meeting of the
Bracken Hall Sub-Committee**

to be held at Bracken Hall, Baildon, BD17 5EA

on Friday 24th of August 2018 at 11am.

Councillor Lynne Ware, Chair of the Sub-Committee, 20/08/2018

AGENDA

To note that members of the press and public are entitled by law to attend all meetings of the Council and to record the proceedings of those meetings in accordance with the Council's policy on the effective management of recording at Council meetings. However, under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1(2), members of the public and the press will be excluded during consideration of business of a confidential nature.

1 Chair's Remarks

2 Apologies for absence

3 Councillors attending but not a Sub -Committee Member

4 Disclosures of interest

5 Minutes of the previous meeting

To approve the minutes of the last meeting of the Bracken Hall Sub Committee, dated 03/08/18

6 Public participation

Baildon Town Council Standing Order 1c & e.

7 Response to public participation

8 Important information from Councillors and staff

Baildon Town Council standing order 1d & e.

9 Finance

- To receive an update on business planning advice
- To review the room hire policy and charges

- To receive an update on progress with the inventory of shop stock held
- To review the sales of stock policy
- To recommend a draft budget for 2019-20 to the Environment Committee

10 Centre Manager's Reports

- To receive the Centre Manager's Reports 2017 to date
- To discuss the outcome of the Wildlife Garden discussion meeting held 3rd August 2018

11 To receive an update on volunteer recruitment

12 To discuss improvements to publicity for the Centre

13 Promotional Opportunities

To agree any promotional opportunities arising from this agenda, to delegate these to the Council's appointed spokespersons for publicity, and to agree who is to provide copy.

14 Items for future agenda

- Evaluation of the Centre's programme for the year to date
- Review of the programme policy
- Review of the Volunteering Policy
- Refurbishment of the Exhibition Room
- Update on Health and Safety Compliance

15 Next Bracken Hall Sub-Committee meeting

The next Bracken Hall Sub-Committee meeting date and time, will be confirmed at the meeting.

Town Clerk 01274 593169 clerk@baildowntowncouncil.gov.uk