

## **COMMUNITY HALLS PROJECT GROUP**

Notice is hereby given that a meeting of the **COMMUNITY HALLS PROJECT GROUP** will be held in the Mayor's Parlour on **MONDAY, 12<sup>TH</sup> JUNE 2017 at 6.00 p.m.**

Members of the project group are invited to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.



Claire Gilbert, Senior Administrator

1. Apologies
2. Minutes – none.
3. Matters Arising – none.
4. The scope of the group's work.
5. The practicalities and benefits of a virtual hub and what functionality we should expect from it.
6. Inviting all the halls to agree to join the virtual hub, and to supply:
  - i) the halls' various terms and conditions and booking rates;
  - ii) details of the space(s) and facilities available;
  - iii) photographs by way of illustration;
  - iv) details of their existing regular bookings.
7. Inviting WebBox to quote for setting up the virtual hub as an add-on to the Town Council website, bearing in mind (5) and (6) above.
8. Preparing a proposal for a virtual hub for consideration by the External Committee of the Town Council.
9. Considering what improvements might be beneficial for each hall.
10. Advising on funding sources
11. Any Other Business
12. Date of next meeting.