

## **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, 24<sup>th</sup> JULY 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
3. Matters Arising
4. Community Halls Virtual Hub Form:
  - (i) is the draft form agreed or can it be improved?
  - (ii) can we have completed versions with the accompanying T&C, photos, forms, etc.?
  - (iii) are there any hireable spaces missed from the list?
  - (iv) ideas on the layout of website in order to obtain a quote for the design and build work.
5. Any Other Business
6. Date of next meeting