

**Committee Members:** Cllr Bowden, Cllr de Renzy-Martin, Cllr Irvén, Cllr Johnson, Cllr Murphy, Cllr Westcott and Cllr Whetlor.

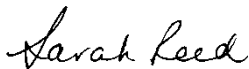
12 March 2020

Dear Councillor

You are hereby summoned to attend the meeting of the **Watchet Community Centre Management Committee** to be held at the **Watchet Visitor Centre** on **Thursday 19 March 2020 at 5.30pm** for the purpose of transacting the following business.

*Members of the press and public are welcome to attend.*

Yours faithfully



Sarah Reed  
Town Clerk

## A G E N D A

- 20/59D      **To Receive Apologies for Absence** (LGA 1972, section 85 (1))
- 20/60D      To receive any **Declaration of Interests** under Watchet Town Council's Code of Conduct (adopted on 9 July 2012) issued in accordance with the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 Si No: 1464
- 20/61D      **Financial Matters:**  
(i) Budget update – *paperwork will be issued at the meeting*
- 20/62D      **Operations & Activities**  
(i) **Australia Fundraiser update** – *verbal report*  
(ii) **Approval of Summer Programme 2020** – *paperwork to be issued at the meeting*  
(iii) **Youth Provision Quarterly Service Level Agreement meeting update** - *paperwork to be issued at the meeting*
- 20/63D      **Maintenance**  
(i) **Damage to Watchet Community Centre Curtains** – *verbal report, decision required*  
(ii) **Table-top Fridge** To consider relocating the current table top fridge or purchasing a new under counter fridge - *paperwork to be issued at the meeting*  
(iii) **Watchet Community Centre Car Park** To consider two quotations from a local civil engineer to undertake works to the car park entrance – **(See Appendix 1)** – *circulated to members prior to the meeting*
- 20/64D      **Policy & Procedures**  
(i) **Approval of Watchet Community Centre policy and booking form amendments to ensure safeguarding measures met** – **(See Appendix 2)** – *circulated to members prior to the meeting*
- 20/65D      **Verbal update report from the Committee Clerk on any outstanding matters**
- 20/66D      **Exclusion of Press and Public**  
*“That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw”*  
(Public Bodies (Admission to Meetings) Act 1960)
- 20/67D      **Outstanding Accounts** - *verbal update*
- 20/68D      **Matters to report for the next meeting:** – *no decisions made*