



14<sup>th</sup> November 2023

Dear Councillor,

A meeting of the Pye Green Community Centre Committee Meeting will be held **at 7pm on Tuesday 21<sup>st</sup> November 2023 in Meeting Room 1** at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP.

You are invited to attend for consideration of the matters shown on the attached agenda.

Please inform the Deputy Chair or Proper Officer if you are unable to attend.

Yours sincerely,

*Lindsey Smith*

Lindsey Smith  
Chief Officer  
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**Hednesford Town Council**  
**Pye Green Community Centre Committee Meeting**

**Tuesday 21<sup>st</sup> November 2023 at 7pm at PGCC**

To be held at Pye Green Community Centre, Bradbury Lane, Hednesford  
The public are invited to attend the meeting in person.

1. **Public Participation (max 30 mins)** – members of the public are invited to attend in person to raise any issues, concerns or comments relating to Pye Green Community Centre.
2. **Apologies**
3. **Declarations of Interest**
4. **Minutes**
  - a. To review and approve the minutes of the previous PGCC Committee Meeting on 19<sup>th</sup> September 2023
5. **Operational Update**
  - a. Bookings review
  - b. Maintenance – see attached list
  - c. External Drain
  - d. Heating
  - e. Motion from Responsible Finance Officer to review and approve quote for Legionella Check – see attached quote
  - f. Motion from Responsible Finance Officer to review and approve quote for Automatic Doors servicing – see attached quote
6. **Community Officer Update**
7. **Christmas Event** – formal notice of cancellation
8. **RFO Update**
  - a. PGCC Finance overview to date
  - b. Budget/Precept 2025/2025 requirements
  - c. Risk Assessment update
9. **PGCC Marketing Plan**

**10. Community Events at PGCC 2024 -**

- a. Community requirements, schedule, and funding

**11. Local Action Plan**

12. **Items for next agenda** – please note that items cannot be discussed only noted

13. **Date and time of next meeting** – Tuesday 16<sup>th</sup> January 2024 at 7pm