

# NORTHLEACH WITH EASTINGTON TOWN COUNCIL

## Westwoods Committee

To: Committee members,

You are hereby summoned to attend a meeting of the above Committee on **Monday 13 April 2026** commencing at **7pm in the Westwoods Centre** for the purpose of considering the business to be transacted as set out hereunder. Members of the public and press are also invited to attend.

*Pauline Rigby*

Dated this day 8 April 2026

Ms Pauline Rigby, Town Clerk

### AGENDA

1. To receive apologies for absence.
2. To receive declarations of interest.
3. To approve the minutes of the committee meeting on 9<sup>th</sup> February 2026.
4. To review committee expenditure versus budget for the year ending 31 March 2026.
5. Bookings:
  - (a) To receive a bookings update.
  - (b) To consider and approve the introduction of seasonal special offers to encourage bookings during quieter months.
6. Maintenance: To receive an update on maintenance matters:
  - (a) Replacement of fire alarm batteries during the routine service visit, emergency and exit lighting tests (£320.25 ex VAT)
  - (b) Replacement of failed emergency exit lighting (£307 ex VAT)
  - (c) Installation of five new toilet seats (cost of £119.50 plus handyman labour)
  - (d) Delivery of heating oil on 24 March (£1,416.67 inclusive of VAT)
  - (e) Purchase of a replacement urn (£87.50 ex VAT)
7. To review the fire safety risk assessment and discuss actions arising.
8. To consider purchase of new stage curtain.
9. To consider purchase of scaffold tower for reaching the hall ceiling.
10. To consider options for refreshing the disabled bays in the car park.
11. To note that the car park lighting has failed, and to consider how to identify and resolve the issue.
12. To review an interior design quotation alongside other possible approaches.
13. To consider new quotation for flooring in the kitchen.
14. To receive items for future meetings (for info only): solar panels, lighting.
15. To confirm date of next meeting: Monday 6th July 2026.