**Summons to attend a Meeting of the Trustees of the Bradwell Memorial Hall, Charity number 300237, to be held at the Heelands Meeting Place on Glovers Lane in Heelands (MK13 7PG) on Monday 15 January 2024 at 6:30pm**

**Agenda**

1. To elect a Chair for the Meeting.
2. To approve as accurate the minutes of the last meeting of the trustees held on 05 July 2023, which were uploaded to the Bradwell Parish Council website.
3. To note Secretary’s report into finances of the Memorial Hall over the past 8 years, and filing to the Charity Commission of the annual accounts of the charity for the years ending April 2020, 2021, 2022 and 2023.
4. To review systems of internal control and the checklist from the Charity Commission.
5. To note bank balance and banking arrangements (two delegated signatories to the Barclays account).
6. To note progress update on tenant in arrears of rent.
7. To agree a date of the next Meeting.