

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA.
PARKS AND RECREATION COMMITTEE
MEETING AGENDA**

February 26th, 2024

CALL TO ORDER

COMMENTS FROM THE ASSEMBLY

CORRESPONDENCE - Advertisement of new Parks and Recreation meeting time

MINUTES OF THE PREVIOUS MEETING – January 22, 2024

NEW BUSINESS

- Request List Review
- Petty Cash Fund – Operational procedures need to be established (follow Carnival procedures). A request needs to be made to the Board of Supervisors for a petty cash amount which will then be maintained by an appointed committee member. Both budgeted amount and appointed committee member need to be approved for each event by the Board of Supervisors.
- Easter Egg Hunt Plan – budget for 2023 event was \$1,000
- Future Events Planning
- Other items

REPORTS

1. Social Hall/Parks/Fields Calendars – February/March/April
2. Treasurer's Report and Bill List

ADJOURN