

Ongar

Town Council

Bansons, Bansons Way, CM5 9AS
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Members of the public and press are invited to attend this meeting

TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to a meeting of the Full Council to be held on 19th September 2024 commencing at 8 P.M. at the Council Offices, Bansons Way CM5 9AS.

S DeLuca

Susan De Luca
Locum Clerk

AGENDA

42.24 APOLOGIES FOR ABSENCE

To **NOTE** any apologies which have been received. **Motion.** The council to record and accept apologies for absence

43.24. CONFIRMATION OF MINUTES

To **AGREE** the Minutes of the Parish Council meeting held on 20th July 2024

44.24 DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (non-pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.

45.24 QUESTIONS FROM MEMBERS OF THE PUBLIC & PUBLIC PARTICIPATION

To **RECEIVE** questions from members of the public for a period determined by the Chairperson of the Meeting. The maximum time allowed for this item is 15 minutes. A member of the public shall not speak for more than three minutes. **Please NOTE if the Clerk of the Meeting has not been previously notified of the Question, Council may have to note questions and respond to them after the Meeting.**

46.24 CORRESPONDENCE

Members are advised that the Locum Clerk has received a significant number of queries regarding overgrown vegetation within the town and surrounding areas of Ongar, she has been liaising with Qualis/EFDC regarding getting the areas cut and is still hopeful to receive a copy of the map

showing the areas which fall under the concerns of ECC/Qualis and ECC. She has been advised by Cllr Dadd that the District Council is unable to give the Town Council a copy of these maps due to licences. However, Cllr Dadd has offered to show these to the Locum Clerk but simple sight of these maps would not really be sufficient for this councils needs, therefore the locum clerk will continue to try to obtain a copy of these before she finishes in post as locum clerk at the end of the month. It should also be noted that some residents are being advised that it is Ongar Town Councils responsibility to maintain these disputed areas of concern, when it has not been determined that this is the case.

There are a number of trees and hedgerows that also need cutting back and attending to. The Clerk has been liaising with EFDC on this matter. The locum clerk also received a complaint regarding overgrown trees which are overhanging a neighbouring boundary to the office. A quotation has been sought, Members will be asked to peruse the quote and deem whether they wish for the action to be carried out. Also, whether or not the trees are their responsibility as per the Councils Lease, or whether they are covered by any TPO's.

47.24 REPORTS & MEMBERS REPORTS

-Chairmans Report

-Town Councillors Reports and for those that attend on committees on behalf of the town council.

It is understood that Cllrs, Gunn, Cole, Eydmann, Roberts, Feetham & Mendoza may have attended meetings in their positions as Councillors and will give a brief resume of their attendance.

-District and County Councillors

To receive a five-minute report from District and County Councillors on matters relating to Ongar.

(The Chairman may bring any Report including the Reports from District & County Councillors to earlier in the meeting if all Councillors are agreeable)

- MONTHLY REPORT FROM ESSEX POLICE

- To receive a Monthly Report from the Local Police Officer

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- Details of Consultations

a) Cllr Henry Walton will advise Members of the numerous Consultations that have been held with Developers on the Planning Development Sites in Ongar

b) The locum clerk will advise of any other consultations that have been received and are not covered separately in this Agenda.

48.24 FINANCIAL REPORTS

Finance reporting

a. To receive a summary of receipts and payments up to the end of August 2024.

b. To receive a list of budgetary information on all accounts.

Motion. The Council notes the draft budgetary information and confirms that the account balance agrees with the reconciliation of £8,471 (current account) and £581,159 (deposit account).

49.24 ROSPA REPORTS ON THE PLAYPARKS

Members are asked to **NOTE** that the annual report from ROSPA on all of the Play Parks has now been received. These inspections took place at all the play areas by the Play Inspection Company.

Findings are assessed on a Risk Assessment Matrix in terms of both probability (how likely something is to happen) and the Severity (how severe something would be).

Scores on a scale of Low, Medium High. High meaning the work needs to be done as soon as practicable. This also included the Access Gates which are a hand entrapment **risk**. Members are asked to peruse the reports on the One Drive and authorise the work necessary. The Clerk has asked the OTC Groundsman to contact Wickstead and arrange for the necessary works to the Zip Wires to be carried out.

50.24 INCIDENT ON THE ESSEX WAY REGARDING A MOTORCYCLE TRIAL BIKE

The Locum Clerk has been contacted by a Councillor regarding an incident on the Essex Way which left a dog needing serious medical treatment. A full report of the incident is provided for Councillors in the form of a Report on the One Drive. Members are asked to review the report and advise what action they would like the locum clerk to take.

51.24 GRASS VERGES

Following on from item 46.24, the Locum Clerk has been liaising with Cllr Dadd, and an Officer at Qualis in relation to land at the front of the Cemetery. Members will recall that over the last 5 months the Council has been contacted by numerous residents and also Councillors in relation to various areas in Ongar which have overgrown bushes and verges. The verge at the front of the cemetery, which is the Council's flagship asset, has been mentioned more than most.

According to the maps which have been provided to the Locum Clerk by Cllr Mary Dadd it has now been ascertained that this verge is not currently maintained by ECC, EFDC, Qualis or indeed the Ongar Town Council. The Locum clerk has looked at a Land Registry Website, and no title plan is available for that specific plot of land. Members are now asked how they wish to move forward in this matter. Members are advised that it is expected that there will be numerous areas such as this within Ongar, where it is difficult to confirm who has responsibility for cutting and maintain what area, and pressure should be placed on EFDC for a copy of the responsibility map. It should be noted that if OTC undertake to cut the areas which are shown as unmaintained this will put considerable pressure on staffing and financial resources on the Town Council, Members are asked to review this and advise what action they would like the locum clerk to take.

52.24 CCTV QUOTE

Members will recall they have previously been advised that a Quote would be provided by EFDC for taking over the provision of current CCTV services for Ongar. Details of this quotation together with the comments are in the One Drive for discussion and consideration by Council. Members are asked to review the quotation and comments and advise what action they would like the locum clerk to take.

53.24 REMEMBRANCE SUNDAY COMMEMORATIVE EVENTS 2024

Remembrance Sunday will take place this year on Sunday November 10th. The Chair and Vice chair will be laying a wreath at the Ongar War Memorial Hospital at 3.00pm on behalf of the Town Council together with speeches as part of the ceremony along with other dignitaries. Ongar Residence are invited to attend this annual service of remembrance. The Chairman has suggested that the Ongar Academy could be contacted to see if they would be willing to lay on some refreshments after the commemorative event.

54.24 RURAL PROSPERITY FUND

Members are asked to *NOTE* that this Council has been successful in securing funds of £3,000+ from the Rural Prosperity Fund for some works to the Ongar Nature Area. Full details will be provided at the meeting with the council having to pay a 20% contribution towards the project.

55.24 GRANTS

A) Application from Ongar Primary PTA (Capital Grant)

The locum Clerk has received an application for a grant from Ongar Primary PTA details of which is fully detailed on the one drive for councillors' perusal and consideration.

Members are asked to look at the application and contact the Ongar Town Council Office if they require further information. Members are asked to review grant and advise what action they would like the locum clerk to take.

B) Request for Support from Ongar Leisure (non-Financial)

OTC has received a request for a Letter of Support from Nick Rainbird the Healthy Communities lead at Ongar Leisure Centre. They are currently in the planning stages to install a wellbeing/sensory garden at the leisure centre that would be available to any local groups or organisations that would benefit from taking part in activities in a safe, secure and accessible space in a natural environment. There would be no charge for any such groups through a booking system. They are currently putting together a funding bid for the site and, as such bids are usually more successful when supported by other local organisations etc, they are hoping that the Town Council would be able to help, by sending a Letter of Support.

56.24 ALLOTMENTS

Members will recall that they had been advised at recent meeting of the Town Council of problems with over height structures on an allotment plot. The plot holder had been advised that the structure was far too big and as such not allowed on the plot, as it was not in accordance with the rules and regulations. The locum clerk had sent one email and four letters (2 by stapling to the structure on the plot; 1 by guaranteed next day delivery and on 1 by Signed for Delivery). No responses had been received and the allotment tenant had been given notice to quit. The locum clerk had been given a full history of various concerns by the office staff in relation to the long history of non action on various matters that the tenant had not taken in the past. Therefore, as soon as the 28 days had passed and the locum clerk had not heard from the allotment tenant, then the allotment was deemed vacant and was cleared. The allotment tenant then attended the office and was extremely unhappy with the action taken and wished to complain saying that the course action should not have been taken, as he had a number of varying factors that should have been taken into consideration, and he only had received one letter, the one that was stapled to the structure, the council has evidence of the other letters, photographic and receipts. At the end of the allotment tenants visit to the Office, no agreement could be reached so the locum clerk advised that she was acting on what were in the rules and regulations and was carrying out those actions on behalf of the council. If the tenant was unhappy, he could of course attend a meeting and put his concerns to the councillors at that meeting where he would be allocated three minutes to speak.

57.24 ESSEX ASSOCIATION OF LOCAL COUNCIL – AGM

Members are advised that the AGM & Conference will take place on Thursday 26th September 2024, in the Layer Suite at Colchester Stadium. There will be presentations from distinguished keynote speakers and exhibitors, followed by an awards ceremony to recognise the accomplishments of outstanding member councils. Any Member wishing to attend please contact the Clerk as soon as possible. **No later than 20th September.**

58.24 JUBILEE PARK PAVILION & OCST

Members will recall that the locum clerk was instructed to investigate the matter of the Lease and items surrounding it by the External Auditor. An Interim Report will be provided for Members perusal. Members are asked to review and advise what action they would like the locum clerk to take.

59.24 ECC BUS SHELTER CONSULTATION

Members are advised of a collaborative scheme that ECC has put together, and which is shown in the enclosed documentation, A brief resume is shown below:

Bus Shelters in Essex

Key issues:

- Over 40 different organisations previously owned shelters in Essex
- No income received by any Council from advertising on them
- No funded nor planned maintenance/cleaning regime
- No long-term funded replacement programme
- Third party Contracts that Districts had are due to lapse/have lapsed

Therefore, Certain changes are now necessary

Timeline of events so far:

- Cabinet Paper approved February 2020
- Project on hold over two years due to the Covid-19 pandemic
- Legally binding Collaboration Agreement signed June 2023 with 10 of 12 District Authorities
- Tender issued July 2023
- Contract Award January 2024
- Mobilisation February to June 2024
- Contract Commencements 1 July 2024

Cllr Mendoza has been provided with a full copy of the documentation by the Clerk and will give a resume of any bus stops he feels would benefit from replacement at the meeting.

60.24 ONGAR TOWN COUNCIL ANNUAL INSURANCE

Members are advised that the locum Clerk met with the Councils Insurance Agent and a quotation was received on the 24th of August,

The annual premium for this year is £16,451.79, this represents under our long-term agreement, the agreed rate increase of 5%. In addition, an index linking has been added, 3.28% on buildings and 1% on Contents.

The policy has now been renewed not for 1 year only – as the next council meeting is not until the 19th September and this Council have confirmed whether or not we wish to sign off for the 3 year

agreement. It has been confirmed that we are currently under cover but must confirm acceptance of quoted on Friday 20th September.

The following documents are in the one drive for councillors to read:

- Aviva Commercial Combined Schedule & Statement of Fact
- Aviva Certificate of Employers' Liability Insurance
- TWIMC Letter
- Aviva Personal Accident Schedule & Statement of Fact
- Invoice

Due to the fact that I was quite surprised at the cost of the Insurance, and also as I was undertaking a report relating to the JPP/OCS, especially as I had received a question from a Councillor on financial matters relating to value for money. I asked for a breakdown of the premium relating to the Pavilion. Insurers have confirmed the premium is £5,389.82+IPT so £6,036.60 in total, so this is quite a large proportion of the insurance premium.

Therefore, when Cllrs look at the final figures in relation to last year, Combined premium in 2023 was £15,162.17, against £16,451.79 this year a year-on-year increase of £1,289.62 or around 8.5%.

The Insurance Company are also recommending this council seek Council approval for costings around Cyber Insurance, full details of which were in the original report of an additional premium of (£516 annual premium).

Members are asked to review the quotation and comments and advise what action they would like the locum clerk to take.

61.24 ONGAR CHRISTMAS DISPLAYS – EVENT AND CHRISTMAS MARKET AND EVENT

The locum Clerk has been in correspondence with Cath Honeywell with regard to the above. It is the understanding that Town Council will need to apply for the Lighting Licence with immediate effect. However, this cannot be applied for until such time as the Insurance has been applied for and purchased for, for this event. Seemingly there seems to be an issue with the organisers purchasing their own insurance this year and unfortunately as the Town Council are not the organisers of this event, they are not covered under the Town Councils Insurance. There are other items that need funding for, and details will be available from Cath Honeywell at the meeting. The main concern is the time to get the Licence, it is understood that this cannot be applied for until the Insurance for the Event is in place. The Locum Clerk was only advised of this on the Friday 6th September. She immediately contacted this Councils insurance provider who advised that the event would not be covered by the Council Insurance provider as the council was not the organiser of the event.

Cath has detailed below in the extract from her emails, below, concisely what will be happening and what funding is needed for:

“Further to your email on Saturday please find below a draft budget for the Ongar Christmas Festival & Lights.

There is quite a bit to coordinate for this year's Christmas event due to changes in the event's scale and timing but obtaining the PL insurance is paramount failure to do so will cause serious delays in applying for the lamp post lights. There's an existing PL policy under OTF that covers the Christmas lights, but this year Martyn Pattie (Chair of OTF) has indicated that we need to secure separate insurance. I have obtained a quote and integrated this into the budget.

We've tried to ensure each cost has a clear justification, particularly concerning health and safety for attendees which is important due to the increased scale of the event. We can discuss in more detail at the next Council meeting.

Draft Budget for the Christmas Event

Lights (<i>installation of lamp posts & checks</i>)	£7301.30 but does not include VAT (£8761.56 inclusive of VAT)
Tables/seats (<i>additional seating for some of the car park bays to allow more to people to watch the entertainment</i>)	£300
Christmas Street Decorations	£1500
Insurance High Street (<i>since we are not able to use the Ongar Town Forum policy which covers lights we would need to purchase 2 insurances: 1 for the lights & 1 for a one day event</i>)	£1500
Car Park Marshals (<i>great saving if this could be done by volunteers. Needed due to the car park bays being closed & as it is a day event</i>)	£1500
Reindeers (2) (<i>To be with the Santa's Grotto as they need to be away from road</i>)	£900
Safety Barriers (<i>for the car park bays - if we get a temporary road closure then we will need less barriers so the cost will be reduced</i>)	£3000
First Aider (<i>needed as it is a day event</i>)	£150
Staging/PA/MC	£850
Premise License & Performing Insurance (<i>May be able to get the stage company to cover this</i>)	£200

<i>cost but they are away until next week)</i>	
Entertainment (using local talent to entertain & switch on the lights)	£0
Advertising & Marketing (<i>Flyer, Posters, Social Media</i>)	£1000
Total	£19661.56

A letter has been sent to local Business owners and schools to help foster a sense of community and ensure the event is inclusive and well-supported (please see attached).

We've arranged a meeting for them **7pm on Monday 16th September at Ongar Sports Club Love Lane** which is a valuable opportunity to discuss plans and gather further input.

We would be delighted if a Council member could join us.

From the completed questionnaires that have been received one of the biggest comments, which is not surprising, is the need to temporarily close the High Street for a procession which would significantly improve safety and overall enjoyment for attendees. We are working very hard to try to achieve this even though it has not been possible for many years. Much needed crowd funding will start this week.

- **Insurance Quotes:** *Due to the above this is why I reached out to the OTC for help and also looked at quotes myself. Info on quote obtained is:*
 - *For the lamp post Christmas lights (for 10 weeks), the insurance is approximately £702 (inclusive of 12% tax).*
 - *For a one-day event insurance covering the market stalls, stage, Santa's Grotto, and traffic management:*
 - *£5 million cover: ~£423*
 - *£10 million cover: ~£473*

I have requested a copy of the existing policy from the OTF to see what areas were covered but Martyn Pattie said that he would need to look for it and that might take too long.

Members are asked if they wish to allocate funding. There is funding of £3000 which could be allocated: (by way of - £1000 in the budget for Christmas Lights: and £2000 remaining in the budget for the Ongar festival).

Added to this additional staff time will be needed during September to apply for the Licence for the Lights.

62.24 ONGAR TOWN COUNCIL I.T. RESOURCES

It has been identified that the Council needs to upgrade and manage its IT Resources. The Clerk has been using a computer which is over 8 years old and is not fit for purpose. The current IT was managed by the Locum Clerk who managed and maintained where necessary using his own contacts etc. Passwords on the system are seemingly compromised and it cannot be confirmed who has access to the one drive. There is no maintenance contract in place. The Chairman and the Chairman of the Staffing Committee have met with one supplier, it is understood that a quote

for both upgrading and maintaining the OTC Computers and System is still being finalised by the IT company. It would probably be necessary to obtain a further two quotes. However, OTC cannot operate efficiently and effectively with the current IT System in place. Members are asked to review and advise what action they would like the locum clerk to take.

63.24 FREE TREES FROM THE WOODLAND TRUST 🖐️

Applications can be made to the Woodland Trust for Free Trees. If this Council is interested applications must be made by January 2025 and Trees planted by March 2025. Packs of trees, for Hedging, Copse, or Wild Harvest are available. Members are asked if they wish to apply.

64.24 FLAGS 🖐️

A suggestion has been put forward that this Council should make more use of its Flagpole, by hoisting the flag on a few more additional occasions. A suggestion is that an Essex Flag be purchased also. Members are asked to consider any other flag they may wish to purchase.

65.24. BUS SERVICES AND SUSTAINABLE TRANSPORT IN THE TOWN

The Clerk has received a communication from EFDC Sustainable Transport Officer – Stephen Lloyd-Jones. Detailed below is an extract from two emails sent from him regarding sustainable transport services in the town. Members are asked to **NOTE** the comments below and pass on to any parishioners they know who use the relevant transport services.

- *Some important bus service changes with renumbering, route/frequency changes – most significantly the changes to Vectare’s commercial services between Harlow, Epping and North Weald & Ongar with a big improvement for Ongar in terms of evening as well as daytime services. There was an ECC bus liaison meeting a few weeks ago which certain parishes attended where some of this was hinted at, but not confirmed. That meeting also had coverage of ECC’s bus stop improvement programme including the advertising deal with ClearChannel which will see some bus stops get new live arrival display boards (note the ones in Epping are funded by Qualis S106)*
- *Local Walking and Cycling Infrastructure Plans (LCWIPs) active in Waltham Abbey, Loughton, Buckhurst Hill and Chigwell – ECC’s online consultation is imminent in a week or so*
 - *EFDC funded the Waltham Abbey study using UK Shared Prosperity Fund last year and ECC have now been doing a joint LCWIP covering the other areas*
 - *LCWIP is the only way to secure Active Travel England funding for actual infrastructure and whilst physical work may yet be years off, it’s an important start in areas that all border London Boroughs that all have fully segregated cycling routes that often stop dead at the Essex border*
- *EV charging infrastructure has improved significantly in our District recently, due in no small part to the EFDC partnership with Instavolt in selected EFDC car parks and Podpoint at Cottis Yard multistorey (Qualis) – since January there have been >1,000 EV charging sessions per month and our area remains top in Essex in terms of EVs per 100k residents*
- *We have been active in ECC’s on-street EV charging strategy pre and post their consultation last Summer – for now there are zero on-street chargers in our part of Essex, but a small number of ECC pilot sites may be progressed this year with LEVI scheme funding in Loughton, Chigwell and Buckhurst Hill*
- *I have been testing market demand from EV charging operators or land agents on their behalf in certain EFDC assets like redundant lockup garages and other plots unsuitable*

for Council Housing. If parishes are interested in dialogue with operators and/or ECC re their car parks or other assets, please let me know.

- I am setting up a quarterly EFDC/TfL liaison meeting starting in October so EFDC Members can log questions or requests, primarily re Central Line issues, but potentially TfL bus services in our area. If you want to table questions, please let me know.*
- I continue to follow the emerging Demand Responsive Transport (DRT) market which potentially offers a way to retain rural areas within the public transport mix as ECC's ability to subsidise conventional rural bus services declines – the Digigo service in Braintree and now Uttlesford is a success on many levels; Transport East is the lead Sub-National Transport Body that leads on rural transport solutions, including DRT and better utilisation of other public sector fleets like ECC's Ugobus, SEN home to school transport and NHS transport. I am in contact with them on these matters*

All – after more digging than should be necessary given the recent ECC bus liaison meeting for Harlow & EFDC areas, I can now confidently say there have been positive bus service changes for North Weald and particularly Ongar residents with more to come in September. If any of you knew this already, I will be interested to know how/from what source.

Key changes to Vectare's commercial services in July (ie needing no ECC subsidy):

- 420/A services renumbered to 20/21/22*
- The new 20 service goes to Ongar from Harlow/Epping/NW across a much wider timespan than before, including a last service back to Ongar from Epping station at 9:20pm*

Vectare have continued to invest in and support our area as other large players withdraw (eg Arriva en masse from Harlow town services). ECC need in my opinion to improve their communications on bus services and give equal focus to commercial services as subsidised ones as the public rightly sees no difference.

66.24 VE DAY 80 – A SHARED MOMENT OF CELEBRATION

Following on from the enormous success of D-Day 80 - 6th June 2024, in which the UK commemorated the 80th Anniversary of the D-Day landings in Normandy, France, through the lighting of over one thousand beacons and five hundred lamp lights of peace throughout the United Kingdom, Channel Islands, Isle of Man and UK overseas territories that night, the UK is now focusing all its efforts on the celebration of the 80th Anniversary of VE Day which marked the end of the war in Europe and WWII as a whole on 8th May 1945, in a similar way.

On **Thursday 8th May 2025** we are all being encouraged to undertake the lighting of **Beacons** and **Lamp Lights of Peace** at **9.30pm**, the raising of a unique VE Day flag at **9am** and, where possible, holding parties of celebration throughout the day in the streets, gardens at home, churches, villages, town halls, pubs, clubs, hotels and all manner of locations throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories. Members are asked to **NOTE** this date for your diary for 2025

67.24 CEMETERY COURSE

The Clerk was instructed to source a Cemetery Course for Members of this Council to attend. As such she has contacted the ICCM, of which this council is a member.

- CEMETERY MANAGEMENT AND COMPLIANCE

Course overview Local Authorities' Cemeteries Order 1977 (LACO)

General powers of management
Compliance Registers and records
Granting and extending exclusive rights of burial
Consent Avoiding disputes
Burials; depth, shallow graves
Administration processes
Grave digging – procedures, preparations, backfilling
Memorials Creating burial space
Exhumation
Transfer of exclusive rights of burial
Suitable for: All cemetery staff at all levels, and also those with a responsibility for cemeteries but who are not involved in their day-to-day management
Equipment required: a computer, phone or tablet with internet connection, video and microphone function, able to run Teams, either as an app or online
Learning Outcomes

- Knowledge and understanding of relevant laws and best practice procedures
- An understanding of costly common pitfalls and how to avoid them
- Potential new income streams
- Avoiding disputes relating to grave ownership

The Cost per Delegate is £140 as this Council is a Member of the ICCM
It is an On Line Training Event via Teams
Next Training Course Below:

Tuesday, 29th and Wednesday 30th October 2024 (09.15-12.30)
An ICCM quality online training event.
4 interactive sessions over 2 days.

Members are asked if they are interested in attending this, so that the locum clerk can make the necessary booking arrangements.

68.24 EXCLUSION OF THE PUBLIC AND THE PRESS 🖐️

In the event that the Agenda contains Exempt (pink) pages, or an item needs to be discussed confidentially, to **CONSIDER** the following motion to be proposed by the Chairman:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed. However, an item may be placed in the Confidential part of the meeting so long as it is accordance with the Statutory Guidance,

There is currently **ONE** confidential item to be considered

69.24 A) STAFFING MATTERS 🖐️

- i) Appointment of New Clerk – Commencement in Post 7th October
- ii) Arrangements for Cemetery Matters
- iii) Advice of Date for Staffing Committee – 30th September @ 6.30pm

70.24 ITEMS FOR FUTURE MEETINGS

Emergency Plan

Chicken Coup – Looking at Policy*

Various Leases*

Annual Budget Review (possibly November)

Access Arrangements to Basons – Who holds the Keys*

Disability Access – Look at Lease and Contact EFDC*

- *** Locum Clerk is aware of these**