

FOUR MARKS PARISH COUNCIL
The Parish Office, Uplands Lane, Four Marks, GU34 5AF

Tel: 01420 768284
Email: clerk@fourmarks-pc.org.uk
Website: www.fourmarks-pc.org.uk



Tuesday 12th April 2022

Dear Councillor

You are hereby summoned to attend a meeting of the Full Council to be held at **Four Marks Village Hall** on Wednesday 20th April 2022 at **7.00pm** for the purpose of transacting the undermentioned business.

Please note that social distancing will still be observed, and masks are still advised. Please do not attend the meeting if you feel unwell or are experiencing any Covid 19 symptoms. Thank you.

Yours faithfully

Sarah Goudie
EXECUTIVE OFFICER

A G E N D A

1. APOLOGIES FOR ABSENCE

2. OPEN SESSION – PUBLIC PARTICIPATION

An opportunity for members of the public to raise issues of concern or interest, to ask a question or to make a statement. Public participation will be conducted in accordance with Four Marks Parish Council's Standing Orders 3 (d) – (k), with no individual speaker exceeding a maximum of 3 minutes. All public participation, and the duration of this item will be at the discretion of the Chairman.

3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, any matter in which you have a pecuniary interest. You must withdraw when the meeting discusses and votes on the matter.

4. COUNCILLOR CO-OPTION

To discuss Councillor applications and agree candidate for co-option (if applicable).

5. FULL COUNCIL MEETING MINUTES

To approve the minutes of the Full Council meeting held on Wednesday 16th March 2022.

6. FINANCE & GENERAL PURPOSES COMMITTEE MEETING

To note the Minutes of the Finance & General Purposes Committee meeting held on Wednesday 30th March 2022, receive a report on any matters arising from the Chairman, and action proposed as below:

- 6.1** To adopt the amended Grants Policy and Application Form
- 6.2** To adopt the Business Continuity Plan and Temporary Scheme of Delegation
- 6.3** To discuss and agree the updated Councillors' Code of Conduct, for adoption in May 2022
- 6.4** To discuss and agree the amended Standing Orders, for adoption in May 2022

7. PLANNING COMMITTEE MEETING

To note the Minutes of the Planning Committee Meeting held on Wednesday 6th April 2022, and receive a report on any matters arising from the Chairman.

8. OPEN SPACES COMMITTEE MEETING

To note the Minutes of the Open Spaces Committee Meeting held on Wednesday 6th April 2022 and receive a report on any matters arising from the Chairman.

- 9. CHAIRMAN'S REPORT**
To receive a report from the Chairman, as applicable.
- 10. DISTRICT COUNCILLOR REPORT**
To receive a report from the Ward Councillor, as applicable
- 11. EXECUTIVE OFFICER REPORT AND CORRESPONDENCE**
 - 11.1** To receive the Executive Officer's report, and note any items of correspondence
 - 11.2** To note the report on the SLCC Practitioners conference
- 12. FINANCIAL ITEMS AND ACCOUNTING REPORTS**
 - 12.1** To receive and approve the March payments and bank reconciliations as at 31st March 2022.
 - 12.2** To receive and authorise the April 2022 payments to date
 - 12.3** To note the draft Annual Return and associated accounts for the year ending 31st March 2022 prior to internal audit on 3rd May 2022
- 13. TO NOTE EXTERNAL COMMITTEE AND AREA REPRESENTATIVE REPORTS (as applicable)**
 - 13.1** Allotments (Cllr Davis)
 - 13.2** Benians Committee (Cllr Bonter)
 - 13.3** Oak Green (Cllr Foster)
 - 13.4** Village Hall (Cllrs Pullen/Foster)
- 14. TO RECEIVE AN UPDATE ON THE COMMUNITY BUILDING AND RECREATIONAL HUB**
 - 14.1** To approve expenditure for topographical and transport surveys
- 15. TO RECEIVE AN UPDATE ON THE QUEEN'S PLATINUM JUBILEE**
 - 15.1** To approve a grant application from the working party.
- 16. NEXT MEETING:**
The Annual Meeting of the Council Wednesday 18th May 2022, 7.00pm at the Village Hall

EXCLUSION OF PRESS AND PUBLIC

In accordance with the Public Bodies (Admission to Meetings) Act 1960, the Council have the right to exclude the public and press from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest and may pass a resolution, without notice, to do so.

AGENDA ITEM 11.1. AND 11.2

EXECUTIVE OFFICER REPORT

Councillor Vacancy. As a by-election has not been called, the vacancy is now being advertised, unfortunately at the time of the issue of the meeting paperwork, no candidates have yet come forward. If any candidates are identified prior to the meeting, relevant information will be circulated.

As Councillors will note, following the recent Finance & General Purposes meeting, there are several documents to be approved. However, the amendments to the Standing Orders and the new Code of Conduct are for approval in principle for adoption at the Annual meeting in May. EHDC advised the Council some time ago that the Council's Code of Members Conduct should be updated, and the version attached for consideration is a shorter and more appropriate for Parish Council level, of EHDC's own current Code of Conduct. In addition, last week, I attended a webinar on the LGA's new model Code of Conduct and have also included this with Council paperwork for information and consideration. The new model code is still based on the seven Nolan principles but has been expanded and is far more detailed and should also be given due consideration. Council will be asked which version should be put forward for adoption next month.

I have also prepared and included a supplementary document to the Code of Conduct which should assist Councillors to decide whether they have a pecuniary, personal or prejudicial interest, and what should be declared, both during meetings and on the Declaration of Interest Forms held by the Monitoring Officer at EHDC.

The amendment to the Standing Orders has been suggested by the NALC forum to future proof Councils moving forward. The Standing Orders have also been amended throughout to be compliant with the Equality Act, and apart from the word 'Chairman', all references to Councillors are now non-binary. This is also a good opportunity for Councillors to re-read Standing Orders and refresh themselves on the various points, including voting and conduct at meetings.

The F&GP Committee also agreed that rather than present an amended Licence to Occupy to the Benians Committee that a pre-meeting should take place, to ensure that both parties are happy prior to the document being signed at the Benians Committee AGM next month.

As most Councillors will be aware there has been a spate of anti-social behaviour around Four Marks but more recently culminating in an assault at the Recreation Ground. There has been damage to property with many households being affected. The police are building a case and working to resolve this situation. If any Councillor is approached on this issue, please refer them to either Jo or myself, so we can ensure that the case is not compromised. The Open Spaces Committee are looking at ways to improve security and will continue to work with the police in this regard.

Queens Platinum Jubilee, as you will note from the grant application for approval, is moving forward and is going to be quite an event. The working party are currently short on volunteers for various aspects of the events over the four days. If you can offer an hour of your time, at any time, over the weekend, then please contact Jo, it would be good to get a 100% turnout from the whole Council at some point during the festivities.

Community Building Project. Some expenditure is required in preparation for the planning application, including a topography survey and transport survey. The details of which are detailed below. The architects have sought quotations for these services, and the costs are standard, however as two of the items currently awaiting confirmation currently exceed the £1000 delegated allowance, Council approval is required. I will be proposing that the project team are reformed as a sub-committee in May and given a delegated authority level of £5000 at the Annual Meeting next month.

Correspondence

Correspondence items this month have included as usual, press releases, as from EHDC, including the confirmation of the separation from Havant Borough Council, and that EHDC have the financial stability to separate. The new bin collection calendars are now available on line, and Easter collection services continue as normal.

Notification has been received of a consultation from South East Water, on a draft 25 year environmental plan, which will run throughout April. If you require further details, then please contact me.

Notification has been received from CPRE Hampshire, detailing their Virtual AGM and Talk on Saturday 23rd April at 10am, please contact me for details.

The monthly newsletter from HALC was circulated upon receipt.

Sarah Goudie

Executive Officer

11th April 2022

SLCC Practitioners Conference - 15th to 17th February 2022

Attendance Summary report

In February I attended the SLCC Practitioners' conference which was held virtually via Zoom. Although a different format to previous 'on line' events, it appeared to work well and proved popular. However, as previously, attending via Zoom leaves the temptation to carry on working at the same time, and therefore the full impact of the training is not, in my opinion, as effective as attending in person, and my feedback reflected this. However, there were, as ever some very interesting seminars, and the highlights of which I have detailed below.

SLCC are this year celebrating their 50 year anniversary, and there will be several celebratory events throughout the year.

The conference started with inspirational keynote speaker, Shahin Sadafi, Grenfell survivor and founding chairman of Grenfell United, formed to help all the victims. His motivational speech really put all 'day to day' issues into perspective, and left all attendees in awe of what they experienced at the time and are still experiencing to date.

Day 1.

Seminar 1. Digital Levelling Up.

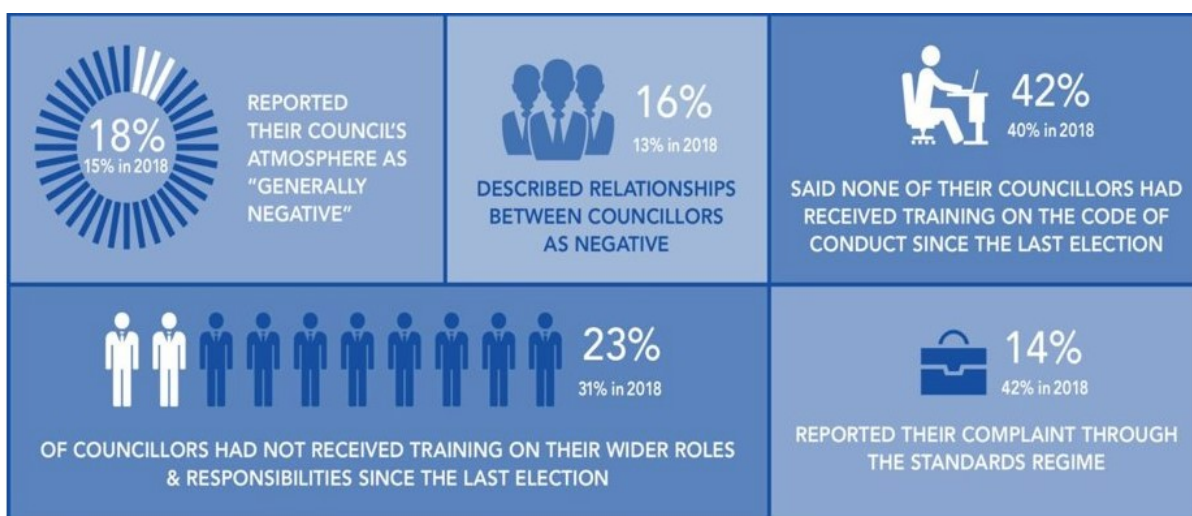
This Seminar focussed on how Councils can operate more effectively in this digital age. Whilst mostly aimed at the larger councils, and although it appeared to be a selling opportunity for one of the conference sponsors, there were some interesting potential options that could be investigated. One of which was using Microsoft 365's additional services, including software to allow live meeting broadcast and 'Apps' to monitor green spaces, such as allotments, inspections, and facilities. The most interesting aspect of this seminar was the reference to the current increase in the requirement for coffee shop pop up facilities, where people, who are now working more frequently from home are using to get a break from the home environment, which is useful to know for the new building proposals.

Seminar 2. 'How to market your town/village'.

This presentation was not actually relevant to Four Marks, but there were some useful pointers for marketing events and projects.

Seminar 3. Civility and Respect.

This was an update on the Civility and Respect collaboration project between SLCC, NALC and local associations, following the results on the 2021 survey. Their mission is to work together to promote civility and respect in public life, good governance, positive debate and supporting the wellbeing of Councillors, professional officers' and staff. The results of the survey are highlighted on the slide, which I have detailed below, the result of which is what the collaboration are trying to change. A lengthy task and updates will be given throughout the process.



Seminar 4. 'Getting the best from your Councillors'.

The key message from this seminar was make sure Councillors appreciate and understand their role. There were some useful tips on how to introduce new Councillors to their role, and although most Councillors do, as with this Council, get issued an introductory booklet, it was suggested that a new Councillor orientation is far more productive and face to face introductions out of a meeting environment. It was also suggested that Councillors should be fully appraised of both their own roles, the roles of the Council, the powers of the Council and roles of clerks, and in this month's Clerk magazine there is a useful 'pull out' section which will now be included in the introduction packs, which will be changed and improved in preparation for next year's elections. The other message reiterated over, and over again, is training, training, training. With the end reminder message that 'councillors are public office holders democratically accountable to their community'.

Day 2.

Seminar 1. Open Space Management.

This seminar was more a confirmation that the Council are doing things correctly. There were a few useful tips on possible structure size restrictions on equipment, and information how to provide and manage new environmental projects, such as a community orchard. However, there are some land use projects, that without the GPOC, the Council would not be able to achieve. Confirmation that any dwellings who have put an access by gate onto council land need to be advised that they have no power to access, which the Council has already got in place. There was also reference to byelaws and noted for the future that there are model byelaws available as a guide, but this is a lengthy and 'time consuming' process, which needs approval firstly by the district or principal authority before even submitting to the Government.

Seminar 2. Risk Assessment.

This seminar was on how to identify risk, manage and review the risk, and how to break down the risk and score as appropriate. A useful seminar, with key points to keep for future reference.

Seminar 3. Procurement Process.

This Seminar proved timely and extremely useful and with essential guidance in preparing tenders and how to use the Government's procurement process. There were a few key tips moving forward, as well as advice. Procurement training was recommended, and this will be investigated further, but apart from 'steal shamelessly' and that is other people's tenders rather than items or equipment, transparency is key. There was detailed information on not only how to prepare the tenders but the decision process and ensuring that the selection process is carried out effectively, suggesting a detailed score system, which should then be available if requested by unsuccessful bidders.

Thankfully there is assistance available all through the process.

Seminar 4. Behaviour in the Workplace.

This seminar primarily focussed on the Equality Act and discrimination in the workplace, bullying and harassment and dealing with inappropriate behaviour. Each section was broken down into what constitutes discrimination, what is classed as bullying or harassment, and the effects that this behaviour can have on an individual. The Council has the correct policies in place, but the seminar just underlined the importance of these policies and to ensure that both the employer and employees are aware of their responsibilities. The key point is 'would one tolerate this behaviour *not* in a work setting'.

Seminar 5. Play must stay.

This was a general presentation on the importance of having facilities for play and recreational activities and what can be achieved by having the right balance of equipment.

Day 3.

Seminar 1. Time Management.

This is very apt currently, when the tasks, projects and general administration exceed the time available.

There were several tips on time management, all of which are achievable, but is there time available to implement them?

The message is to use the 6 D's; discipline, delegation, do, delay, drop, and dump.

All attendees agreed that emails take the most time, tips to ignore and be more disciplined are to prioritise, and file, and have an email pending folder. Put an appropriate automated message on to allow more time to answer and get rid of the 'bing'!

Other key messages included, concentrate on one project at a time, schedule tasks, and give them a priority number and use on line planning tools to assist.

Seminar 2. How to be assertive and learn to say no.

This focussed on how to be assertive in a work environment, and deal with challenging behaviour and how to effectively say no. There were useful references to note, and this seminar should have followed Seminar 4 on day 2 as they were similar in content. The one thing to take from this Seminar is that one can very much want to be assertive, but when dealing with the detailed challenging behaviour, one can negate the other.

In summary, a useful three days, and worth investing time in, with some useful tips and recommendations moving forward. All presentations are available.

AGENDA ITEM 14.1

Quotation for Topographical Survey

The survey will confirm with band A in both height and plan accuracy (from Measured Surveys of Land Building and Utilities 3rd Edition-RICS guidance) The survey coordinate, and datum will be based on permanent control stations that are established on and around the unit. These will be referenced to the Ordnance Survey (OS) National Grid and Datum using GPS measurements. Station heights will be cross checked to the local recorded benchmarks in the area, if still available. SURVEY DETAIL Road Survey The topographical survey will include the following detail: • bottom and top of kerbs; changes in surface types; all fixed street furniture; • building footprints; permanent structures; any building remains; • onsite building heights: Ridge, Eaves, Flat Roofs; surrounding visible building heights: Ridge, Eaves, Flat Roofs; • individual trees 150mm bole and above; groups of trees shown as canopy outline; • boundary details with heights and description: fences, walls, hedges; • all services covers/utility covers where visible; overhead cables, drainage gullies, manholes and inspection cover with levels; • top and bottom of banks, watercourses and ditches; extent of any ponds, lakes and densely overgrown areas; • spot heights taken at 10m intervals and at changes of level/gradient.

DELIVERABLES All information will be delivered in 2D AutoCAD & PDF file format. Drawings will be prepared using our standard layering structure and annotations unless detail of an alternative is provided prior to commencement of the survey. PROPOSED PROJECT COST Our proposed fees have been based on the information supplied and we have assumed reasonable and safe access to the site during normal working hours (8:00am – 5:30pm). No allowance has been made in this proposal for negotiating the necessary access arrangements to the site area nor have we included any provision for out of hour's operations. **£1650 + VAT**

Quotation for Transport Statement

The key issues in highway terms will be car parking provision and the access improvement works required to support the development.

We agree that a Transport Statement is required to support the full planning application for the proposed community centre, which will demonstrate:

- i. An appropriate access arrangement can be provided with suitable visibility achieved within the highway boundary in both directions from Uplands Lane onto Brislands Lane*
- ii. A review of the most recent five-year accident history on the local highway network to confirm that there are no underlying road safety issues that cannot be mitigated for*
- iii. That Uplands Lane is appropriate to allow vehicles travelling in opposing directions to pass one another at the point of entry via Brislands Lane and that the proposals to widen and/or provide passing places on Uplands Lane are suitable*
- iv. The car and motorcycle parking provision is appropriate, has sufficient EV charging, and can be easily and safely accessed – if this is to be below the Council's current parking standards then a case will be made for why this is appropriate*
- v. The cycle parking is appropriate and can be conveniently and easily accessed*
- vi. An appropriate strategy for delivery vehicles can be provided – confirmed by swept path analysis*
- vii. An appropriate strategy for access for the emergency services can be demonstrated – supported by swept path analysis*
- viii. The refuse and recycling strategy is suitable and can be accommodated appropriately and safely*

Professional Fees

*Our professional fees for the Transport Statement up to submission of the full planning application are **£1,950 plus VAT** to cover the above. It may be beneficial for us to meet on site to discuss the proposals.*

*Third party data will be recharged and a budget of up to around **£350 plus VAT** should be made available to cover accident data, highway ownership records and additional OS mapping that may be required (we note that a topographical surveys has been commissioned).*

QUOTATION FOR DETAILED TREE SURVEY

Further to your recent request, please find detailed below our fee estimate for the tree survey and associated development assessments for the above site. As indicated in your email, this includes all the trees within and adjacent to the green marked up area/boundary.

Stage 1: Site visit, tree survey and tree constraints assessment • To visit the site and carry out a tree survey of approximately 75 trees and 10 groups of trees/ hedges/wooded areas¹, in accordance with the standards set out in British Standard BS 5837: 2012, Trees in relation to design, demolition & construction – Recommendations. To record the locations, species, dimensions, age, physiological and structural condition, future potential and visual importance of all trees surveyed, and to assign categories to them in accordance with the system specified in the British Standard. • To present all these details in tabulated form. • To locate all the trees on a site topography drawing, to be supplied by yourselves in an industry standard electronic format as an AutoCAD .dwg file. • To produce a Tree Constraints Plan showing the constraints associated with the trees considered to be worthy of retention, specifically the extents of their canopies, their root protection areas (RPAs), and their 'shading arcs'; and thereby to indicate those areas of the site which are not constrained by trees and are therefore suitable for development and construction activities. • Liaison and follow-up actions as necessary.

Fee estimate Stage 1: £1250.00

Stage 2: Arboricultural assessment of proposals • To assess and report on the likely impact of a proposed site development layout on all the surveyed trees, and where necessary, to recommend ways in which potential adverse impacts on trees identified as being worthy of retention may be avoided or minimized.

Fee estimate Stage 2: £235.00 per assessment/layout

Stage 3: Arboricultural report for planning application • Based on the finalized site layout, to produce a Tree Protection Plan showing how trees to be retained are to be protected during the construction period. • To compile an Arboricultural Method Statement for submission to the Local Planning Authority to accompany a planning application, detailing a construction methodology to avoid or minimize unacceptable damage to the retained trees. This will include a specification for any protective fencing, ground boarding and arboricultural supervision that may be required during the construction process.

Fee estimate Stage 3: £650.00 All prices are exclusive of VAT.

AGENDA ITEM 15.1

Grant application for the Jubilee Working Party

Application Form

Please complete each section in full, unless not applicable and insert N/A, as appropriate.

1. Name of Applicant Organisation: Four Marks Queen's Platinum Jubilee working party

2. Details of Applicant Organisation:

Number of members and range of age groups catered for: Eight members of the working party.

Whole community of Four Marks and surrounding areas are aimed to be catered for – events are open to all.

Committee Chairman, Secretary, or Treasurer: N/A

Address for correspondence and telephone number:

Four Marks Queen's Platinum Jubilee working party – contact Jo Tsigarides.

3. Objectives of the Organisation

To organize and host a series of events in Four Marks to celebrate and commemorate the Queen's Platinum Jubilee. The Events are varied and wide ranging, ensuring that all groups are catered for and free to attend.

The schedule of events includes;

A family fun day and beacon lighting at Four Marks Golf Club

A flower festival (running Thurs - Sun)

A pop-up museum and children's art exhibition in association with Four Marks School (running Fri-Sun)

The Big Jubilee Lunch which invites all of the community to picnic together and celebrate the Jubilee. There are several elements to this including a service of Thanks, demonstrations from community groups, stalls showcasing local businesses (who have all been asked to offer an activity or have a Jubilee theme), 'have a go' archery, free children's rides and an Allotment open afternoon.

4. Please supply details of the area served by your organisation

All Four Marks residents and neighbouring communities.

5. List facilities/services currently offered

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6. Details of who in the community benefits from the facilities

This applicant is not a facility provider but uses this opportunity to enforce that the benefit of these events is for the whole community and they have been planned with the objective of having something for everyone. The events are inclusive and free to attend for Four Marks residents and anyone else that wishes to join.

7. Purpose for which financial assistance is required:

First Aid Cover for Big Jubilee Lunch	£193.00
Pin badges x 400 to give away at the Big Jubilee Lunch	£205.99
Generator for children’s rides	£100
Plates for art project (Four Marks School)	£36
Contribution to village hall hire	£5
Banners for Village hall	£13.96
Roadside banners to promote event	£104.02
Total – fixed costs	£657.97
Gas for beacon and reserve fund	£342.03

8. Total cost of project: (show detailed cost analysis)

To date, the project has had £3000 approved from District Councillor Community Grant funding which is allocated for the children’s rides and eco toilets for the Big Lunch, the majority of the hire for the Village Hall, and flowers for the flower festival. £250 has also been given by the Four Marks News Group towards the flower festival. If this funding application is accepted, the total cost of all of the events across the whole weekend would cost a maximum of £4250.

9. Amount requested from Four Marks Parish Council toward the project: £1000

10. Details as to how the balance of the funding requirement is to be met:

District Councillor Community Grants already approved.

Four Marks News Group grant approved.

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11. Please add any further details you feel may help the Parish Council when considering this grant application

The Parish Council originally agreed to a potential grant of £1000 but stated that the formal application should be supported with actual costs (see above). To progress the project, the grant is being applied for now with a small allowance built in for any unforeseen costs/the cost of the gas for the beacon. Any unused amounts will be paid back to the Parish Council.

The working party have attempted to source other funding before submitting this application from the 'Let's Create' lottery fund but were unsuccessful in their application.

In an attempt to reduce costs, all printing will be done 'in house', a discounted rate was negotiated for the Village Hall and in terms of decorations, bunting will be loaned from the WI and decorations initially purchased for the VE celebrations will be repurposed. The party have been cautious with the budget, hence the decision to give pin badges rather than larger items which are still a suitable memento, but at a fraction of the cost of alternatives.

In terms of value for the community, all of the events are totally free to attend with the Big Jubilee Lunch offering children's rides free of charge along with many stall holders giving away items, or hosting free to participate in games. Alongside the pin badges, there will also be 100 cookies given away along with free strawberries and cream.

12. If you should receive a grant, please provide payment details below (Bank account, name, account and sort code or, if payment is to be received by cheque, payee details:

Four Marks Parish Council are holding this money on behalf of the working party.

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Signed:J Tsigarides

Print NameJ TSIGARIDES..... Date:..7/4/22.....

This application is to be accompanied by a copy of your latest set of accounts for the last twelve month period, *if appropriate*.

The Parish Office, Four Marks Sports Pavilion, Uplands Lane, Four Marks, Hampshire GU34 5AF
Tel: 01420 768284 Email: clerk@fourmarks-pc.org.uk
Website : www.fourmarks-pc.org.uk

Breakdown of Costs for Grant Application

First Aid cover for Big Jubilee Lunch

Description	Quantity	Unit Price	VAT	Amount GBP
FA, First Aider - 2 medical personnel for 4 hours each	8.00	21.00	20%	168.00
Trv1, Travel Costs	1.00	15.00	20%	15.00
MCDCW, Medical Consumables and Disposables	1.00	10.00	20%	10.00
			Subtotal	193.00
			Total VAT 20%	38.60
			TOTAL GBP	231.60

Jubilee Pin Badge Costs

Qty	Stock Code	Description	Price Each	Line Total	Line VAT	Nom. Code	Tax
400.00	PJ2506	PJ2506 Platinum Jubilee Small Pin Badge	0.490	196.000	39.200	4022	T20
1.000	DCAR001	Carriage & Packing at cost upto 10KG	9.990	9.990	2.000	4008	T20
1.000	PROFORMA1	PRO FORMA INVOICE ONLY VALID FOR 7 DAYS - FULL PAYMENT REQUIRED UPFRONT	0.000	0.000	0.000	4022	T20

Goods Net:	205.990
Order Net:	205.990
VAT:	41.200
Total:	247.19
Pound Sterling	

Hire Charge for generator (equipment already paid for)

As the working party have decided to use the former Cricket pitch for the celebrations, the supplier of the children's rides are concerned about power and so have included £100 for a generator. If this is not needed on the day, they will refund the cost.

Service Details Hire 5th June fourmarks recreation ground	£	P
Venue as above		
Hire Equipment Barrel train, Big challenge obstacle course, childrens flying chairs	1400	00
Genarotor hire not enough power from the hut to run the equipment .	100	00
Free bouncy castle		

Plates for children's art project

These plates are being decorated by a year 3 and 4. The School expressed that they would like to use China plates so that the children could keep them as a keepsake rather than paper plates. The working party authorised the purchase of sixty OFTAST plates which at the time were 60p each. The price has increased very recently to 75p each for reference.

The School were authorised to purchase these at 60p x 60 children with the working party agreeing that they would make a personal contribution if the grant was refused. This small contribution is in recognition of the efforts made by the School to organise the exhibition and do all of the work to put up and take down despite it being the half term holiday.

Contribution for Village Hall Hire

The total discounted rate for the Village Hall hire over the weekend is £400 - £395 has come from a Community Grant leaving a small shortfall.

Banners for Village Hall

The WI have offered bunting to use at the Recreation Ground and the bus shelter at Oak Green parade. In addition to this, it is proposed to purchase;

2 x 1.2m personalised banners to go outside the Village Hall to highlight events. **Cost £6.98 each**



2 x road side banners to promote all events - **£52.01 each**