

Agenda

Notice is hereby given that a meeting of **Halstead Parish Council Highways and Amenities Committee** will be held at The Pavilion, Station Road, Halstead TN14 7DH commencing at **13.30pm** on Monday, 23 January 2023 to transact the under mentioned business, which Councillors are summoned to attend.

1. To receive and accept apologies for absence

Please inform the Clerk if you are unable to attend.

2. Declarations of interest.

To receive any disclosure by members of pecuniary and non-pecuniary interests in matter on the agenda, not previously disclosed.

3. Minutes of previous meetings to be approved.

- a. Halstead Parish Council 26 September 2022

4. Public participation forum

Public may use this time to make comment on items on the agenda. If public wish to make council aware of other issues that require attention, please email clerk@halsteadparish.org.uk or approach members after the meeting.

5. Parish Room

- a. Gutter clearance
- b. Structural survey
- c. Signage
- d. Curtains/blinds
- e. Heating

6. Pavilion

- a. Removal of surplus equipment
- b. Positioning/securing the new bench seat, repair of the old bench seat
- c. Football pitch hire
- d. Container
- e. White lining
- f. Clock repair
- g. Replacement kitchen window
- h. Use of changing rooms
- i. Heated bar in Lines Man's room
- j. Storing of cleaning products
- k. Keys and inventory of people in receipt of them e.g. display cabinet, office
- l. Tree survey
- m. Gatepost replacement
- n. Revised quote for the new play equipment

7. Cleaning of buildings

- a. Job description for cleaner and responsibilities/duties

8. Hall hire

- a. Rates
- b. Forms
- c. Recurring bookings
- d. Overdue payments

9. Allotments

- a. Resolve water problems (tap)
- b. Clearly mark water meter position
- c. Pedestrian gate post

10. Nuisance Road Racing

11. Discuss Coronation events