

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 **09.30am on Monday, 06 March 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 23 January 2023

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. Structural survey
- b. Painting/maintenance
- c. Signage (smaller sign to include built circa)
- d. Heating
- e. Key box and new keys
- f. Lockable Post box (for all HPC post)

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. Patio and mud issue
- e. Container
- f. White lining
- g. Clock reinstating
- h. Use of changing rooms
- i. Heating and boiler
- j. Heated bar in Lines Man's room
- k. Storing of cleaning products
- l. Keys (change of lock and security keys)
- m. Locking of car park

- n. Tree survey update
- o. Playground update
- p. Play group (Liz Meaton's Friday group) and equipment room

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. Maintenance contracts

10. Allotments

- a. Renewal of annual contracts
- b. Payments

11. Flower beds

12. Highways

- a. Pot holes
- b. Speedwatch

13. Coronation events