

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 **11:30am on Wednesday 17th December 2025** to transact the under mentioned business, which Councillors are summoned to attend.

Signed: *Melissa Pack* (Locum Clerk)

11/12/2025

AGENDA

1. To receive and accept apologies for absence.

2. Declarations of interest

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

3. Minutes of previous meeting to be approved and signed: 25th September 2025

4. Public participation forum

Public may use this time to make comment on items on the agenda.

5. Parish Room

- a) To review the Parish Room maintenance schedule and agree action.
- b) To agree room hire fees for 2026.
- c) To review the Parish Room hire agreement.

6. Pavilion

- a) To consider a quotation for work to the pavilion and path.
- b) To review the Pavilion maintenance schedule, and agree action.
- c) To agree hall hire fees for 2026.
- d) To review the Pavilion Hire agreement

7. Allotments

To receive an update and agree action, if necessary.

8. Grounds Maintenance Contract

To review quotations (*confidential*) for 2026 Grounds Maintenance and appoint a contractor.

9. Flower beds

To consider a quotation from Coolings for maintenance of flower beds for 2026.