

**SHERBURN-IN-ELMET PARISH COUNCIL**  
**Eversley Park Centre, Low Street, Sherburn-in-Elmet, LS25 6BA**  
**Tel: 01977 681024 Email: clerk@sherburninemet-pc.gov.uk**

**To all Councillors:**

**You are summoned to the Monthly meeting of the Parish Council which will be held in the Harry Mountain Room at the Eversley Park Centre on Monday 16<sup>th</sup> July 2018 @ 7pm. .**

*Margaret Gibson*  
*Clerk*

**MONTHLY MEETING BUSINESS.**

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes of the last meeting held on Monday 18<sup>th</sup> June, 2018 be approved as a correct record and signed by the Chairman.**
- 4. Public Open Session.**
- 5. Police Issues**
  - i) Police Presentation- PCSO James Hudson will be attending.**
  - ii) Police Representative**
  - iii) To receive letter from Julia Mulligan P&CC regarding Neighbourhood Policing survey 9Copies sent to all Councillors)**
  - iv) Update on Community Day of Action.**
  - v) Operation Eyeball –fly tipping force. Copies sent to all Councillors.**
- 6. NORTH YORKSHIRE COUNTY COUNCIL ISSUES.**

**To report and take comments on County Council issues.**

  - i) To discuss proposed yellow lines for Finkle Hill reply from NYCC regarding our complaint. (copy sent to all Cllrs)**
  - ii) To report 278 agreement work will be undertaken during the 2018 School holidays.**
- 7. CORRESPONDENCE.**
  - i) To receive complaint about mini-roundabout on Moor Lane/Pastures Junction – suggesting “count down rumble strips as drivers do not appreciate they are approaching a junction.**
  - ii) To receive further complaint from residents about trees in Finkle Hill. –residents concerned that the trees need height reduction as when wind blows it blows branches into their gardens. Also concern that trees may blow down onto their properties as sway alarmingly in high winds. Clerk has contacted NYCC and SDC again about this. Councillor Buckle arranged meeting with SDC to try and get this problem solved.**
  - iii) To receive complaint about trees/bushes outside 83 Moor Lane. Councillor Buckle meeting with SDC about this.**

**8. PARISH COUNCIL BUSINESS**

**a) PLANNING**

- i) Report on Meeting**
- ii) Construction Sites**

**b) COUNCIL**

- 1) Update on Emergency Plan**
- 2) Update on Village Centre plans.**
- 3) Youth Provision-**
- 4) Community Speed Watch**
- 5) Action List**
- 6) Update on Christmas Market.**
- 7) Rubbish Bins –SDC state these are emptied Mon/Wed/Friday. and Bins in the park are emptied daily by our contractor. SDC confirm that we agree to Tetra bins staying for 3 months and will monitor these.**
- 8) To cop-opt Councillor to fill vacancy -2 applications CVs been sent to all Councillors.**
- 9) Community Development Report (attached)**
- 10) 2018 Standing Orders**
- 11) To decide on Forest Schools proposals in Eversley Park.**
- 12) Update on Solar speed warning signs.**
- 13) Update on problems with Parking Hurricane Way.**

**c) FINANCE**

- i) To approve minutes of Finance meeting held on Monday 9<sup>th</sup> July, 2018 (attached).**
- ii) CCTV- working group report.**
- iii) To discuss suggestions for a 3 year spending plan for the Parish Council**
- iv) Cheques for payment**

Mrs A.A.Thomas – internal audit	<b>93.90</b>
Clerk & Council direct – subs	<b>12.00</b>
Shed Grounds Maintenance-grass cutting	<b>1,662.21</b>
Shed Grounds Maintenance- SM extra cutting	<b>272.16</b>
Mrs B. Thwaite – land registry searches	<b>12.00</b>
EPC – meetings meals on wheels	<b>66.90</b>

**d) LAND AND PREMISES.**

- i) To approve minutes of LAP meeting held on Monday 9<sup>th</sup> July, 2018 (attached)**

**e) PERSONNEL/TRAINING**

- i) To approve minutes of Personnel meeting.**
- ii) Update on Recruitment of new Clerk to the Council.**

**10. OTHER REPORTS - For information only unless detailed.**

- a) Selby Rail Users –**
- b) Gala Committee.**

- c) **Community Association**
- d) **Eversley Park Centre-**
- e) **Yorkshire Local Councils Association**
- f) **C.E.F.'S**
- g) **Rugby Club-**
- h) **Angling Club**
- i) **White Rose Sports Club-**.letter regarding work. Some done at a cost of New Gate £180/Relocation of lock-ups £250. Work they wish to do hire of digger and top soil £200. Jet washing roof tiles £200.
- j) **Fairways Area-**
- k) **Aero Club Liaison Committee**
- l) **Craft and Food Festival August 2018**
- m) **Community Library Steering Group**

**11. CLERKS REPORT/  
COUNCILLORS REQUESTS FOR MATTERS FOR NEXT AGENDA.**

**From:** XXX  
**Sent:** 26 June 2018 20:00  
**To:** [paul.doherty@sherburnnelmet-pc.gov.uk](mailto:paul.doherty@sherburnnelmet-pc.gov.uk)  
**Subject:** Mini Roundabout Revision

Good Evening,

I'm contacting you about issues I and many other residents have experienced with near misses at the mini roundabout at the termination of the Pastures with Moor Lane.

The near misses happen as drivers on Moor Lane seem to fail to appreciate they are approaching a roundabout despite it being well signposted.

I'd like to suggest that 'count down rumble strips' could be useful as a warning to drivers they are approaching an obstacle. They are already used successfully on roundabouts throughout the country. Furthermore I'd also like to suggest the centre of the roundabout be raised with cobbles/block paving to give a further visual clue to its existence without hindering the passage of larger vehicles.

I look forward to hearing the councils opinion.

Kindest Regards

XXX

Fairfield  
Link

**URGENT**

2 July 2018

To : Sherburn-in-Elmet Parish Council  
Eversley Park Centre  
Sherburn-in-Elmet

711

Emailed NY & SDC  
again 2/7/18

Dear Sirs

**Re : 58 Finkle Hill, Sherburn-in-Elmet LS25 6EA**

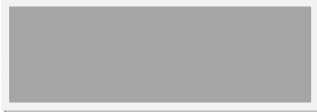
Further to our letter of 2 June to which we are still awaiting an acknowledgment, we look forward to hearing what proposals the Parish Council have for the trimming/pruning of the tree outside 60/62 Finkle Hill.

We have received replies from North Yorkshire County Council and Selby District Council advising that the said tree is the responsibility of the Parish Council.

As mentioned in our previous letter, the height of the tree needs to be reduced as we have no protection when there are high winds across the fields and branches are blow off into our gardens and the tree sways alarmingly towards the houses.

For your information, there were originally three trees on the area of land between 58 and 64 Finkle Hill – in the 1960's one fell in high winds into the garden of 58 Finkle Hill and the one outside 64 Finkle Hill was removed as it had become so large, possibly in the late 1970's.

Yours faithfully



*Enc: copy of previous letter*

**Margaret Gibson**

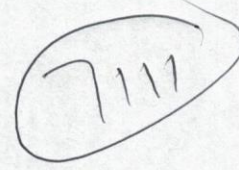
**From:**

**Sent:**

**To:**

**Subject:**

Tuesday, July 10, 2018 11:21 AM  
clerk@sherburninelmet-pc.gov.uk  
Over grown hedges /trees



Good Morning,

I'm not sure who to contact with regards to the council for this matter.

I live at 83 Moor Lane, Sherburn in Elmet.

There are bushes/trees outside my address which separate my street to the main road.

The bushes on the main road side are extremely overgrown almost taking over the footpath. My concern is that it's very dangerous for anyone with children or with a pushchair. I appreciate it's only a short path and anyone would have to cross over to continue using the footpath down or up Moor Lane, however it is still a footpath and should provide appropriate access.

I have taken a photograph to show how bad this currently is. As you can see from the photograph, if it continues to grow as it is, it could cover the footpath completely and head towards the road!

Would you be able to pass on my concern to the relevant person/department for this to be dealt with please or advise me who I should contact to make aware of this?

Many thanks





**MINUTES FROM THE LAND AND PREMISES COMMITTEE OF  
SHERBURN IN ELMET PARISH COUNCIL HELD ON MONDAY 9<sup>th</sup> JULY, 2018  
@ 6.PM IN THE PARISH COUNCIL OFFICE**

**Present:** Councillors B. Thwaite (Chairman), C. Lake, P. Doherty, Mrs J. Brown, K. Devers

Also present one member of the public.

**1. Apologies:** Apologies were received from Councillor M. Hunt.

**2. Declaration of Interests:** Chairman White Rose and Councillor Doherty the Community Trust.

**BUSINESS.**

**3. Matters for discussion:**

**i) To discuss Garden at the Library-**Chairman reports that Councillor Brown and herself have meeting on Thursday 18th July at 10am with Groundwork to discuss possibilities for this area.

**ii) To discuss Rugby Club –maintenance/repairs/refurbishment-** Meeting been held last week with Rugby regarding this. Report forward from this meeting. Chairman reports that this is ongoing, hoping to get specs out in the very near future. This will include a kitchen for the building.

**iii) To discuss SWRFC quote for Fire Door and Disabled Access Fire Escape Ramp** –This has now been passed to Finance committee. Letter also received about Legionnaire checks for this area, **Chairman wil check with CDM if this has been completed.**

**iv) To discuss White Rose new wiring for tennis courts-** Chairman reports that wiring for the floodlights is needing complete renewal. Much discussion took place and it was agreed that Councillor Devers would **let Clerk have contact for Mayfair to ask if they know anyone who could draw up specs for this work.**

**v) Update on fascias/Soffits at White Rose-**Clerk reports no responses to requests for quotes for this work. Councillor Lake reports we have contacted SDC asking for their approved contractors list. This can then be used to get quotes for this work.

**vi) To discuss New seats at Fairway area-** Chairman reports that this area been vandalised. Requests been received for seating at this area, near to the childrens play area and also on the convergence of the 3 pathways. Chairman **asked Clerk to check with EPC Manager about seat which used to be in entranceway and is now in storage upstairs. Also Clerk to find out costs of a triangular shaped table/seating advertised in Clerk magazine.**

**vii) To discuss ByeLaws** – Councillor Devers felt this council needed some byelaws to protect our parks and open spaces especially. **Clerk to find out if we can in fact make byelaws. Suggested Heather Kennedy may be able to assist with this.**

**viii) To discuss proposals for Allotments-**Chairman reports that Health & Safety were very concerned about the shed at this area. Much discussion took place and it was agreed that **Chairman and Councillor Lake meet with Mr Green and tell him Council are proposing to look at a new shed and a safe**



**storage area for the inflammable materials and ask for his input in this proposal.**

**ix) To report/discuss Complaints regarding Fairways-**This complaint was about late usage of this area. Chairman reports that all the gates are now being locked and this problem has ceased..

**x) Concern regarding unsafe railings EP entrance –**Mr Varley had mentioned about these railings, but they are not Parish Council property. Councillor Doherty would find out from Bridal Shop owner who this area does belong to and then **agreed Clerk write asking for these to be made safe.**

**xi) Barrier Eversley Park entrance –** who needs keys? Clerk reports that resident had asked about a key to lock up. Much discussion took place and a vote taken it was agreed this should not be done at the present time.

**xii) To discuss “Give as you Live” funding for Sports Grounds-** This was just a publicity flyer which did not have any use for this Council

**xiii) To discuss usage of Fairways/Eversley Park for fitness training classes –**Gentleman attended meeting to explain what he wanted to do. He was wishing to run fitness training sessions, which would be charged for, on either Fairway or Eversley Park area. Much discussion took place and it was agreed he could use grass area at Fairway for free if he did not charge to see what response he got. Chairman then stated he could hire the all weather surface down there, (contact was given for this booking) for his sessions. The small area at back of EPC was also suggested for which he could contact EPC Manager regarding usage.

#### **4. Any other business**

**There was no other business.**

## MINUTES OF THE FINANCE COMMITTEE MEETING ON MONDAY 9<sup>th</sup> JULY , 2018

### 7.00pm IN THE PARISH COUNCIL OFFICE.

Present: Councillors C. Lake, Mrs B. Thwaite, K. Devers, T. Platts, Mrs J. Brown, B. Packham, Mrs J. Prescott and Mrs M. Gibson (Clerk)

#### **BUSINESS**

##### **1. EXPENDITURE.**

- i) Update on Expenditure for 2018/19** – List handed out two items overspent. Insurance which was extra for Outdoor Gym area. Also Library Donation. **Agreed this be vired from the street lighting budget.**
- ii) To report on investing in Higher Interest accounts-** It appears the only one which PC can use is the Nationwide which is 0.9% interest. Councillor Platts would check if this rate still applies and get back to Clerk. **Agreed this committee propose to full council that £75k be invested in this account.**
- iii) Internal Audit report-**Internal Auditor has no matter of significance to bring to the Council attention. As we now have to produce an Income & Expenditure account it has been suggested that the Council purchase a bespoke package to deal with this. It was agreed that this would be a good idea and bring the council into the 21<sup>st</sup> Century.
- iv) To discuss proposal top instal a Banking Programme (suggested by Auditor)-**Clerk had got quote from Rialtas for this package at a cost of 1<sup>st</sup> year package of £639 plus approx. £200 travel expenses to instal this. Then this would be £119 per annum support and Maintenance costs. **Agreed this committee propose to full Council that this package be installed as soon as possible.**
- v) To discuss donation to SDC Chairman’s Charity Appeal-** Clerk unable to check on previous amount paid (23 years ago). Much discussion took place and **it was proposed we ask full council to agree £300 donation for this.**
- vi) To discuss donations to Church and OGS-** Chairman and Councillor Thwaite were concerned that the above donations had been agreed at full council (mostly the OGS which we had not had full knowledge of beforehand) without full discussion taking place. **It was agreed we propose to full council that in future any item should be fully itemised for discussion. Urgent items would be dealt with at full Council anything else should go first to Finance Committee for full discussion then be come to full council for final decision.**

##### **2. MATTERS FOR DISCUSSION**

- i) Update on website-** Councillor Platts felt we should contact website about changing this to a 6 month package. Much discussion took place and it was **agreed we should leave this for this year and make sure this is ready to go for June 2019.**
- ii) Update on White Rose fascia etc.** – No quotes received for this work. Clerk awaiting SDC contractors list to try and get some quotes for this work.
- iii) To discuss quotes for Eversley Park centre windows-**Only one quote received. **Agreed this could be dealt with when SDC contractors list arrives.**
- iv) To approve financial regulations-** Chairman Reports amended regulations had been sent out to all Councillors. Councillor Doherty concerned that some items were not on these lists which were on the NALC ones. Sub-committee stated that these were non-essential items. **Agreed Clerk re-send these out asking for any comments before next Mondays meeting so that these can be finalised.**
- v) To discuss proposals for a 3 year spending plan for the Parish Council-** Councillor Packham stated that we should have a sub-committee to look at our regular expenditure (which new financial package should be able to supply) and then see what money we will have available for future projects.

**Agreed this sub-committee should be Finance Chairman, Councillor Packham, RFO and new Clerk.**

**vi) To report Replay 5 year contract for annual pitch cleaning been signed-** Clerk reports that this 5 year plan now been signed up for. Clerk reports quotes received for repair to damaged pitch at Fairway, this would be £195 if we wait until next maintenance visit, £295 if we want a visit when they are in the area, or £495 if we wish a special urgent visit. **Agreed Clerk find out when they will be in the area, if within 10 days go with that option, otherwise arrange the special visit at £495.**

**vii) To discuss quotes for ramps at White Rose-**Chairman would have a proper look at these before next Finance meeting.

### **3. EXTRA ITEMS TO REPORT**

**1. Bank for Fairway account-** Clerk had written to Natwest asking why we have still had nothing back regarding this account. If we do not get a proper response Sue Mossman, the present signature on the account, will close this and get money sent to Parish Council account.

**2. Plastic recycle bin for Eversley Park.-**Clerk reports our contractor wishes the council to arrange a plastic re-cycle bin for the EPC so that he has somewhere to put bottles he is collecting around the Parks in the village. **Agreed we propose to full council that this be arranged.**

**3. Good Councillor Guide to Finance & Transparency 2018 –**Clerk reports a new edition of this is now available. **Agreed we propose to full council that copies be ordered. (10 copies would be £40.55 Inc. P & P).**

**4. Work done at White Rose –**Clerk received email today about work which White Rose are claiming for from the Parish Council. Work which has been done New Gate at £180, relocation of lock-ups £250. Work which they wish to do; Hire of digger and top soil £200. Jet washing roof tiles £200. **Agreed this needs to go to full council as only received today, Committee feel that unauthorised work should not just be paid for this to be full discussed at full Parish Council meeting.**

**CORRESPONDENCE RECEIVED/SENT SINCE  
JUNE 2018 MEETING  
FOR INFORMATION ONLY**

**CORRESPONDENCE RECEIVED**

3/7/18 Northern Power Grid – regarding overhead line replacement  
Ferrybridge/Ledston. Copies sent to all Councillors.

**CORRESPONDENCE SENT**

20/6/18 NYCC regarding double yellow lines Garden Lane and Finkle Hill  
No objections to Garden Lane, but concerned if work not done on Beech Grove at  
same time the Finkle Hill could only make Beech Grove even worse.

20/6/18 Booked Chairman on Training 21<sup>st</sup> November at Wakefield

2/7/18 Confirmed agreement for Aerial Photography programme.

## **CDM Report for Sherburn in Elmet Community Trust (for the period 9<sup>th</sup> June 2018 – 8<sup>th</sup> July 2018)**

**Library/Community Hub.** Attended Library Management Group Meeting 13<sup>th</sup> June -and provided information on DBS check legislation and requirements for Regulated Activities/Impact Measurement/Adult Education/Globe Cinema Screenings.

Mtg with D Fincham re: Library Maintenance/Security -painting exterior/signage/anti-slip paint to minimise access and security upgrades at Library – discussed pictures that I took of Barlby Library's (rather intimidating) Security upgrades to ensure these are not replicated at Sherburn.

Attended Community Hub Meeting re: database, hub furniture/layout, adult education courses – agreed to explore/progress the provision of Adult Education within the library. Liaison with Catherine Robson (NYCC) and Su Morgan (WEA) re: adult education opportunities/prospectus for Library. Meeting held with C Robson – 2 x IT for beginners courses booked to be delivered from Sherburn Library/Community Hub – course 1 (15wks) commencing 7.9.2018, course 2 (14wks) commencing 11.1.19 – Invoices to be raised for £435 (for use of 5 x computers per session) Still awaiting NYCC Prospectus – WEA Prospectus available online and this choice could be replicated in-part, within Sherburn (although the website is difficult to navigate and it is apparent that take-up is poor of the current courses available) This work is on-going with information being sent out to all customers who completed the Community Hub Survey and stated that Adult Education Classes would be of interest to them to (52.08% of respondents) this is to ascertain specific preferences and project enrolment numbers.

Meeting held with Julie Lakin and Alison Tutill re: completing DBS checks for all Volunteers who are attending the Library when Duke of Edinburgh Award Students are present. Acquired Risk Assessment documentation in respect of Activity and Workplace for D of E students. Liaison with LEA/Mr D Aspinall, Duke of Edinburgh area lead officer re: DBS requirements for supporting D of E students whilst on placement with us at the Library – DBS are not required and Mr Aspinall has agreed to being the named person on risk assessments to undertake a supervisory role for all D of E students at the Library for the Trust's insurance purposes. (NB he has an Enhanced DBS Check (with barred list)) Draft letter to Zurich Insurance re: DBS Checks/D of E Students (and how we meet Policy Schedule, Statement of Fact, Section 2. requirements) at the Library - provided to PD for Trust comments .

Liaison with Eva Lambert re arranging Globe Cinema Screening for Volunteers (booked OGS for 10.10.18)

**Community Mini-Bus.** Meeting held with Jo Brown, Chair re: Agenda for AGM and repair issues. Prepared Community Mini Bus AGM Agenda and distributed. Arranged training for Hilltop Manor employees re: securing wheelchairs/transporting wheelchair users. Completed Community Mini Bus Banking 25.6.18. Completed Mini Bus final income/expenditure and individual cost centre accounts for year end 31.12.17 for Trustees Annual Report. Attended Community Mini Bus AGM. Completed June Invoices and delivered. Bookings arranged with Peter Pan, SVS, Elmet Lions and Scouts

**Outdoor Gym.** Completed SDC Outdoor Gym Monitoring Statistics for completion of Grant Form. Liaison with HAGS re: repairs to loose/unstable equipment and changes required to signage (Equipment

detailed on sign is not the equipment in-situ) Liaison with Danni Penney and arranged free Move It and Lose It sessions for 12 weeks to commence 9<sup>th</sup> July 2018 (see flyer enclosed) The class will initially be trialled for 6 weeks and attendance will be monitored and then any timetable changes implemented to maximise uptake. The instructor will be Elliot Murray however the first few weeks will be covered by either James or Greg. This was promoted on SDC Social Media/Twitter. Distributed MILI poster to GP Surgery/Comm Notice board/EPC/Library/Tad Library. Meeting with L Sibson – provided MILI information for U3A

**Fundraising.** Attended Funding Fair – AVS 8.5.18 - Advice/information and funding opportunities acquired from BLF, Sported.Org and Key Fund and PD also met with BLF, 2 Ridings Foundation and Groundworks. (see Fundraising file in CDM office for further info) Liaison with Clare Allman BLF re: Youth Hub/Awards For All/Room bookings at the OGS.

Renewed subscription and organisational profile to enable CDM to access Funding Central (Funding Database) free of charge.

Attended meeting with Sherburn Community Gymnastics Club – Funding applications in progress – Kingspan, CEF, Tesco Bags of Help and Smartie Tubes promotion. Provided advice re: transfer of organisational status to CIO and provided contact details for York Community First and Outsource (re: fastrack transfer process currently being instigated by the Charity Commission). Discussed match funding/beneficiaries/outcomes/evidence gathering/monitoring for further funding applications. Provided funding guidance for National Lottery Awards for All, Stronger Communities, Sported and access to Funding websites (Funding Central/Community First/Beware of The Bull). They advised me that they had previously been told that they could access S106 funding - I provided information regarding the Community Infrastructure Levy and a detailed table (acquired from SDC) regarding what CIL monies can be spent on.

**Open the Door on Men's Sheds (Harrogate).** Attended event 14.6.18 where presentations were provided by a number of people who have developed a men's shed project. For further information access the following links:

UK Men's Sheds Association <https://menssheds.org.uk/>

Denby Dale Men's Shed <https://www.facebook.com/denbydalemensshed/>

Veterans Woodcraft <https://veteranswoodcraft.co.uk/>

Resurrection Bikes <https://www.resurrectionbikes.org.uk/>

Or these video clips:

BBC Breakfast <https://www.youtube.com/watch?v=2PftugQNkPQ>

Men's Shed Movement | The Feed <https://www.youtube.com/watch?v=c6zvB6GmSE4>

The story of the Gosport Shed 22 minutes <https://vimeo.com/84392065>

*(This tell the story of how the Gosport men's shed was developed from an initial public meeting to a fully equipped workshop and a thriving men's shed)*

It was envisaged that we may look at the opportunity to develop a men's shed within the Sherburn in Elmet area and that the OGS may be a suitable location as the outcomes achieved by these projects (improved physical health/mental health and emotional wellbeing) meet the social objectives/outcomes that we need to evidence in respect of our BLF Grant. It became apparent that in general, a men's shed

needs a permanent base with somewhere to house lots of equipment/items and that the OGS may find it difficult to accommodate these requirements. There is however, the opportunity to hire out a meeting/presentation space to Men's Sheds members who regularly travel around the country to promote the benefits of their Association.

**Old Girls School.** Sourced Health & Safety Risk Assessments for VDU/Office/Lone Working/Fire etc for OGS. Provided Fire Risk Assessment guidance for small to medium public buildings. Liaison with Tadcaster Fire service re: Fire Safety inspection/advice for OGS. Sourced 1st Aid Training for CCM/CDM.

Meeting with Sarah Kay, CCM. Information provided re: possible bookings with agencies which could work as collaborative partners/contribute to the social objectives of the OGS (Parish Nurses/IAPT/Healthy Lifestyles/Mens Sheds) Discussed monitoring/recording methods to collect impact data for reporting and future funding purposes (including the Community Café). Discussed Outcomes/Match funding opportunities/CEFs.

**Big Lottery Fund Partnership Bid.** Liaison with Kate/AVS re: updating loneliness survey - 11.6.18 am Loneliness survey canvassing in the village centre – collated surveys and uploaded all current completed Loneliness surveys results onto snapsurvey database. Total 278 to date approx. 60 are from the Western CEF area to secure funding to provide additional services and support to build stronger relationships and reduce loneliness and social isolation within this area.

**Additional Activities/Meetings:** Liaison with SHED/meeting with Caroline Comer-Stone re: recruiting volunteers for the Craft and Food Festive – provided updated database of contacts and details re: individuals who have shown an interest in volunteering for this event. 1 week Annual Leave/TOIL 18-22.6.18. Prepared Expenses Claim Form for Community Trust. Completed CDM Report. Attended Community Day of Action planning meeting 6.7.18 re: village centre event on 8<sup>th</sup> September 2018.