

Minutes of the Meeting held on Monday 7 June 2021 at 7.30pm

Present – Simon Buggey, Sheryl Williamson, Caroline Ilott, Peter Tye, Andy Brown, Peter Howell, Cllr. Deborah Roberts. There were 13 members of the public present.

1. **Apologies for Absence** – Jane Trevanion, Geoff Barnes, County Cllr. Peter McDonald
2. **Laurentian Reporting** – Peter Howell
3. **Open Forum for Public Participation** - none
4. **Members Declarations of Interest for items on the Agenda** - none
5. **To approve and sign the minutes of the Parish Council Meeting on 4 May 2021**
The minutes were approved. Proposed Peter Howell, seconded Andy Brown. All agreed.

Simon Buggey signed the minutes during the Parish Council meeting.

6. Matters arising from these minutes:

- Feedback received on virtual meetings and submitted in response to government consultation.
- Review of T&Cs, policies (including recreation ground rules) ongoing.
- It was agreed to cancel Zoom payments for the time being as Parish Council meetings are now being held in person.
- Cricket Club informed re puppy classes
- Andy Brown prepared response on behalf of Parish Council to East West Rail Consultation was submitted
- No response from GCP on the 4 questions posed about the travel hub in Nov/Dec 2020
- The AGAR has been submitted
- Fun day on 16 July 2022 and puppy classes confirmed
- All Parish Clerk actions completed except for confirmation of June in-person meeting to village hall – awaiting discussion under item 18 of this agenda.
- Research into third savings account ongoing – bring to July PC meeting
- Risk register updated and circulated – bring to July PC meeting
- Insurance advice on regular playground inspection circulated to councillors
- Insurance policy renewed and 2-yr fixed term metered electricity supply set up with Opus
- SW Gardens signed contract received
- Risk assessment for in person meetings prepared and circulated

Action Cllr. McDonald Advice on provision of broadband assistance to pupils

- GCP proposal change and chase answers to 4 questions posed by the Parish Council in November
- Chase Seearo's environmental licence and set up a site visit in due course
- Find out why Foxton's LHI bid was refused

Action Caroline Ilott

- Bring proposals for road safety in the village following on from the Local Highways Initiative (LHI) bid failure, to a future Parish Council meeting (Highways costs awaited)

Action Simon Buggey

- Research WIFI options for village hall – ongoing

Action Sheryl Williamson and Andy Brown

- Explore skatepark fence options with contractors

Action Clerk

- Publish Scheme of delegation

7. District Councillors report

Cllr. Roberts explained that SCDC had returned to face-to-face meetings, the last meeting being held in the hanger at Duxford airfield. Small Committee meetings will now be held at Cambourne with most officers still working from home. SCDC is behind on reviewing planning appeals. Cllr. Roberts has a seat on the Planning Committee and Licensing Committee.

Cllr. Roberts raised concern that Parish Councils had not been consulted about the planning delegation process as promised. Currently the Planning Committee Chairman decides which planning applications go to the Planning Committee. Cllr. Roberts feels this process gives the Chairman an onerous responsibility and is open to corruption in the future. A motion for all Parish Council requests, with material reasons, to be automatically referred to the Planning Committee was supported by Cllr. Roberts but not approved by SCDC.

Cllr. Roberts expressed her concern about SCDC's level of spending on commercial property using public funded reserves and the commercial viability of these ventures in light of the current economic and social environment. SCDC has recently bought land around the Cambourne office.

8. County Councillors report – written report provided, see Appendix 1

9. East West Rail, Travel Hub, Planning, Infrastructure, R&A, Police and S106 updates

Written updates had been circulated and published on the website.

The Parish Council had submitted a response to the East West Rail Consultation outlining its concerns and requesting a better approach for Foxton.

The travel hub consultation has been delayed. A GCP meeting with Foxton and Fowlmere Parish Councils is arranged for 15 June 2021 to hear their concerns.

Caroline Ilott advised that the first consultation for the Local Plan Call for Sites should be this Autumn. A whole village Neighbourhood Plan referendum will be held on 22 July and will be run like an election with polling cards and absent voting options. A simple

majority of votes in favour of the Neighbourhood Plan is required for it to become a legal document. If the plan is adopted it will have to be considered in all planning applications.

Caroline encouraged members of the public to vote. Notice of the referendum will be published on Facebook, the website, the Laurentian and through flyers. Caroline Ilott will seek a quote for printing costs.

Caroline Ilott advised that the water mains work on Station Road should be finished soon and that road resurfacing has been delayed until next summer.

10. Proposal for increased Pre-school provision and update on evidence gathering

A written report had been circulated.

The Chair of the Preschool Committee, Cissy Sleigh, the Foxton Primary School head teacher, Friends of Foxton, a childminder and parents were in attendance at the meeting.

Cissy Sleigh explained that what had started as a study to determine the need for increased preschool provision had highlighted a wider community issue of a lack of childcare provision in the village and the decreasing numbers attending Foxton Primary School. Cissy explained that parents' work and childcare requirements have evolved and that current Foxton childcare options were insufficient. The bigger issue is that the lack of childcare options and wrap-around childcare is having a detrimental impact on school attendance as parents decide to use childcare provision outside of Foxton. The attendance at Foxton Primary is on a downward trajectory with the head teacher having to go part time due to loss of funding. The head of Pre-school is leaving at the end of this year and the School head is leaving at the end of this school year. It is hoped that a better proposal for the Pre-school and School will provide an exciting recruitment opportunity.

Cissy proposed that the Parish Council acknowledge that the current preschool and wrap-around care provision is inadequate and must change and that a working group be set up to explore and identify the needs, practicalities and funding options available to the village in addressing this issue.

Sheryl Williamson noted that the report made a very good case for a working group of interested parties to be set up and recommended that the Parish Council acted upon the working group's recommendations. The working group should be represented by key village groups including the Parish Council.

Peter Howell asked what the Parish Council's role would be in the working group, acknowledging that it is unable to fund any educational activities.

Cissy explained that under the emerging Neighbourhood Plan, the Parish Council is committed to supporting the Pre-school in finding a venue. Cissy added that this was a broad village issue which could have a significant impact on the village as a whole. Official support from the Parish Council would be helpful and the Parish Council could assist in finding a location for the Pre-school.

Peter Tye asked if the Preschool had a site in mind. The existing Pre-school garden was suggested as both an attractive but currently underutilised space.

Caroline Ilott explained that the Pre-school garden and other public space in the village is owned by the Recreation Ground Trust and the location could be explored at the next RGT meeting on 14 June 2021 at 7.30pm. RGT is a charity on which the Parish Council is the sole trustee.

Cllr. Roberts advised that County Cllr. Peter McDonald and the newly elected County Council education committee should be approached. Cllr. Roberts also recommended contacting local news outlets and raising awareness of the issues through publicity.

Peter Tye added that positive action was needed and there was evidence that other Parish Councils have assisted with schemes like this in other areas.

Caroline Ilott noted that in a village with an ageing population, young families needed to be encouraged to live in Foxton. Due to high house prices in the village, both parents may need to be earning and therefore wrap around childcare would be needed.

It was noted that the increased housing figures in the Pre-school report was incorrect – Cissy will correct this.

The Parish Council noted the issues surrounding childcare and diminishing school attendance in Foxton and agreed that this was also a wider community issue. The Parish Council agreed that 2 or 3 members of the Parish Council would join a working group led by Preschool to look into the issues and solutions further. Cissy will take the lead in setting up the working group of representative members and updates will be reported to the Parish Council. Proposals may need to be considered by RGT and any proposals for Parish Council decision should come to a Parish Council meeting.

Proposed Simon Buggiey, seconded Caroline Ilott. All agreed.

Simon Buggiey thanked Cissy for her report and all those interested in the issues presented for coming to the meeting.

11. Proposal for Collection of Hard-To-Recycle Plastics in Foxton

A written report and update had been circulated.

This village recycling initiative for hard to recycle plastics, proposed by Rachel Harrison and Hattie McFadzean, has started with notice provided to residents via Facebook, the Laurentian and door to door leaflets. Barrington and Fowlmere villages have shown interest in the project which is gathering momentum. There was resident support on Facebook for a centrally located recycling drop off/ collection point. A natural location for this is by the village hall, in the car park rather than next to the village hall for safety reasons. This would allow access and residents could drop off their recyclable plastics on the way to school/ the village hall. Another location could be the Parish Council car park by the church. A hard standing is required and a wheely bin can be sought from the County Council for free. The intention is to house this in a painted green, wooden box. The bin will be emptied regularly by Rachel and Hattie.

The initiative needs a location for the bin and a place to sort collected items. The items currently being collected will be expanded if possible and feedback on the progress of the project will be provided to the Parish Council. Redeemable cash points for charity can be

earned depending on the weight of plastics collected. Rachel suggested that the Pre-school/ School could be a candidate for any funds raised.

Caroline Ilott explained that the village hall car park land was part owned by RGT and part owned by the County Council. The church car park is owned by the Parish Council. Peter Tye advised that there is a 7ft x 7ft hard standing area by the church car park which could be a possible location for the recycling bin (this is RGT land).

The proposal will be brought to the next RGT meeting for further consideration.

Andy Brown added that the safety requirements, risk assessment and responsibilities for the management of the recycling scheme will need to be clearly set out and provided to the Parish Council.

Peter Tye will visit the proposed locations with Rachel and Hattie.

Simon Bugey thanked Rachel and Hattie for their report and for coming to the meeting to update the Parish Council.

12. Finance

A written report with a short budget review had been circulated.

a. Approval of quotes:

- i. Dovecot wild flower plants £300 + VAT (from ZCC grant)
Proposed Andy Brown, seconded Simon Bugey. All agreed

It was noted that a new round of applications for ZCC funding is available through SCDC and closes on 30 July 2021. There is £84 left of the ZCC grant received for the Dovecot wildflower meadow.

- ii. Replacement of skatepark fence Quote A (2m high) £5165.50 +VAT (3m high) £5980.40 + VAT, Quote B (3m high) £5945.85 + VAT (plus extra costs if required), Quote C (8ft/2.4m mesh security fence) £1890.60 or (8ft matching fence) £2853.45

The final proposal is not yet ready for consideration by the Parish Council and any costs for this have not been budgeted for. When the proposal is ready, it needs to be considered urgently as a safety issue. The proposal could be brought to the next RGT meeting for RGT consideration if the information is ready in time. The Clerk advised that any quotes for Parish Council consideration should come to a Parish Council meeting. The Clerk can approve emergency expenditure up to £500 under the Parish Council's financial regulations. Andy Brown and Sheryl Williamson will meet with contractors to explore possibilities.

b. Approval of payments

The bank reconciliation, account reports and bank statements have been circulated and will be checked and approved by Jane Trevanion.

The following payments were approved. Proposed Simon Bugey, seconded Caroline Ilott. All agreed.

There have been some slight changes to the payments approved for picnic benches and chairs at the Parish Council meeting on 22 April. The Glasdon disabled access bench was approved for £756, however the cost has changed slightly to £787.50. The TDP order for 3 chair sets and anchor kits was reduced from 3 to 2 to better suit the layout resulting in a reduction in this cost and the SW cost for concrete pads.

Receipts

Payer	Item	Paid by	Gross £
TDP Ltd	Refund of 1 Tea for 2 Chair + anchor kit	BACS	436.97
Local resident	Refund of carpark fence repair	BACS	130.00

Payments

Payments made (prior agreed)

Payee	Item	Payment by	Gross (£)	VAT (£)	Legislation
Parish Clerk	Salary/ tax/ pension	SO	827.04	0.00	LGA 1972 s112
Parish Clerk	Pension	DD	32.24	0.00	LGA 1972 s111
Google Ireland	Gmail	DD	41.40	0.00	LGA 1972 s111, s142
ICO	Data protection registration fee	DD	35.00	0.00	LGA 1972 s111
Opus	Metered street lights	DD	6.92	0.33	Parish Councils Act 1957, s3; Highways Act 1980 s301
Opus	Unmetered street lights	DD	96.92	4.62	Parish Councils Act 1957, s3; Highways Act 1980 s301
Zoom video comms.	Monthly subscription	DD	14.39	2.40	LGA 1972 s111
LGS Services	Internal Audit	BACS	150.00	0.00	LGA 1972 s111
Came & Company	Insurance <i>approved PC 4 May 2021</i>	BACS	1308.20	0.00	LGA 1972 s111
SW Gardens	New Dovecot meadow gate £585.88 <i>approved PC 1 Feb 2021, increased costs of post £30 – approved clerk under emergency authority</i>	BACS	£615.88	0.00	S106/ Open Spaces Act 1906 ss9
SW Gardens	Grass cutting (30 April)	BACS	£130.00	0.00	Open Spaces Act 1906 ss9
Foxton Cricket Club	Grass cutting	BACS	300.00	0.00	Open Spaces Act 1906 ss9
No Butts Bin Co.	Snakes & Ladders table <i>Approved PC 22 April 2021</i>	BACS	594.00	99.00	S106/ Open Spaces Act 1906 ss9
TDP	Tea for 2 chairs & anchor kit x 3 <i>Approved PC 22 April 2021</i>	BACS	1310.90	218.48	S106/ Open Spaces Act 1906 ss9
Glasdon	Picnic table with wheelchair access – not paid yet, to be invoiced on dispatch	-	-	-	-

Payments to be authorised

Payee	Item	Payment by	Gross (£)	VAT (£)	Power
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Parish Clerk	Additional salary inc. phone/ broadband £34.50 and home allowance £22	BACS	292.16	0.00	*LGA 1972 s112
HMRC	National insurance & income tax	BACS	143.57	0.00	*LGA 1972 s112/ LGA 1972 s111
S W Gardens	Concrete pads for benches <i>Approved PC 22 April 2021</i> (paid)	BACS	1101.04	0.00	S106/ Open Spaces Act 1906 ss9
Balfour Beatty	Street lights maintenance contract – 2/4	BACS	72.00	12.00	LGA 1972 s111
S W Gardens	Grass cutting (20 May)	BACS	130.00	0.00	Open Spaces Act 1906 ss9
S W Gardens	Tree removal <i>approved</i> <i>clerk/chair as emergency</i> (paid)	BACS	100.00	0.00	Open Spaces Act 1906 ss9
Red Shoes	Payroll	BACS	55.80	9.30	LGA 1972 s111
Roger Wardle Consultancy	Dovecot wildflower plants (from zero carbon grant)	BACS	360.00	60.00	Open Spaces Act 1906 ss9/ grant

Invoices received after agenda circulated

S W Gardens	Grass cutting (29 May)	BACS	130.00	0.00	Open Spaces Act 1906 ss9
SP Landscapes	Elderberry tree removal <i>approved clerk/chair (paid)</i>	BACS	120.00	20.00	S106/ Open Spaces Act 1906 ss9
TDP Ltd	Memorial plaque (to be reimbursed)	BACS	42.00	7.00	Open Spaces Act 1906 ss9
Foxton Cricket Club	Grass cutting	BACS	300.00	0.00	Open Spaces Act 1906 ss9
DP Garden Works	Grass cutting, strimming, litter pick x 2	BACS	1015.00	0.00	Open Spaces Act 1906 ss9
Peter Evans	Village warden duties	BACS	227.50	0.00	Open Spaces Act 1906 ss9

*LGA: Local Government Act

13. Scheme of delegation – see Appendix 2

The Clerk advised that NALC and the government had recommended that Parish Councils put a scheme of delegation in place in case a Parish Council meeting is unable to go ahead, particularly in light of possible covid restrictions and the regulations for online meetings not being extended. CAPALC has provided a draft scheme of delegation which the Clerk had updated slightly to include providing planning comments.

Proposed Simon Buggey, seconded Andy Brown. All agreed.

14. Items for next agenda – to be submitted to the Parish Clerk by email.

15. Date and time of next Parish Council Meeting: Monday 5 July 2021 at 7.30pm

The meeting closed at 8.50pm.

Annabel Wright
Foxton Parish Clerk
21 June 2021

Appendix 1 - County Councillor Report

Cambridgeshire County Report

Vaccination

You can see the daily data here:

<https://www.england.nhs.uk/statistics/statistical-work-areas/covid-19-vaccinations/>

New County Council Joint Administration of Lib Dems/Labour/Independents

I sent you all the new administration document with plans & aspirations. Cambridgeshire County Council's Annual General Meeting (Tuesday, 18 May) has agreed a new Joint Administration to lead the work of the council, following a Joint Agreement signed by the leaders of the Liberal Democrat, Labour and Independent groups on Friday.

And as a first step in its new agreement Joint Administration today confirmed an immediate annual saving of £72,000 in Member allowances as a result of changes it has made to the county's committee structure.

At May 18th AGM, held at Duxford to ensure COVID security, Cllr Lucy Nethsingha became Leader of the Council, having been confirmed as chair of a new Strategy and Resources Committee (SRC) responsible for the overarching co-ordination of the council's corporate services, with Cllr Elisa Meschini appointed as vice chair of Strategy and Resources, and Deputy Leader of the Council.

The joint agreement sees the reduction from seven to five of the service and policy committees, with the work of the previous Commercial and Investment Committee now largely within the remit of Strategy and Resources, and that of the Health Committee forming part of the remit of the new Adults and Health Committee – reflecting a new integrated care role for the council working with the NHS.

“Among the commitments from our agreement that we had already honoured by the time today's meeting was over include.

- A saving of £20,000 a year to four ‘community champions’ by deleting those posts from the membership of the Communities, Social Mobility & Inclusion Committee.
- Saving an extra £52,000 a year in total in special responsibility allowances for two Chairs and two Vice Chairs of the Commercial and Investment and Health Committee
- Setting up an immediate appraisal of the county's current arrangements on fighting the pandemic, as a first step towards setting up a Covid recovery plan

You can read full details of the Joint Administrations agreement here

https://d3n8a8pro7vhmx.cloudfront.net/cambridgelibdems/pages/5179/attachments/original/1620984611/County_agreement_2021_FINAL.pdf?1620984611

Roles confirmed at the AGM are as follows:

- Chair of the Council Cllr Derek Giles (Ind) / Vice-Chair Cllr Sebastian Kindersley (LD)
- Strategy and Resources – Chair Cllr Lucy Nethsingha (LD) and Vice-Chair Cllr Elisa Meschini (Lab)
- Service and Policy Committees – which will now meet quarterly
- Adults and Health – Chair Cllr Richard Howitt (Lab) and Vice-Chair Cllr Susan van de Ven (LD)
- Children and Young People – Chair Cllr Bryony Goodliffe (Lab) and Vice-Chair Cllr Maria King (LD)
- Communities, Social Mobility and Inclusion – Chair Cllr Tom Sanderson (Ind) and Vice-Chair Cllr Hilary Cox Condon (Lab)
- Environment and Green Investment – Chair Cllr Lorna Dupré (LD) and Vice-Chair Cllr Nick Gay (Lab)
- Highways and Transport - Chair Cllr Peter McDonald (LD) and Vice Chair Gerri Bird (Lab).

Summer Holiday Childcare & Activities

A scheme to provide holiday childcare, activities and food for children in Cambridgeshire is about to start taking bookings for the summer holidays.

Any child receiving free school meals, because of an income-based benefit, is eligible for the Holiday Activity and Food (HAF) programme, which ran successfully throughout the Easter holidays and has now been extended into the summer.

Funded by the Department for Education (DfE), it enables local authorities to coordinate free holiday childcare, which includes healthy food and enriching activities for children who receive benefits-related free school meals.

The programme will be delivered by approved holiday scheme providers and childminders, co-ordinated by Cambridgeshire County Council.

Up to four weeks of activities will be offered during the school summer holidays. Parents can book places directly with participating holiday schemes from Monday, 7th June. Information about how to book with participating providers can be found at www.cambridgeshire.gov.uk/haf.

As part of the HAF programme, eligible children will be able to access:

- Fun and enriching play opportunities that provide children with new skills and knowledge or allow them to try out new experiences.
- At least one meal a day.
- Sessions on healthy eating such as getting children involved in food preparation and cooking, growing fruit and vegetables.
- Support for parents, carers or other family members with guidance on how to source, prepare and cook nutritious and low-cost food.
- Information and signposting to other services and support which might be helpful.
- Each eligible child will be entitled to up to 64 hours of free holiday childcare throughout the school summer holiday period.

Cambridgeshire County Council is working with local schools, voluntary and community organisations, and childcare providers to deliver the HAF programme.

Covid Rapid Testing vans

There are now even more ways for people to take a rapid Covid test in Cambridgeshire and Peterborough following the launch of three new mobile testing vans.

The vans will be stationed at popular public venues giving people the chance to take a rapid test or collect a testing kit for home use.

Fully trained staff will be on hand to discuss issues around testing and answer any questions residents may have.

The vans will initially be stationed at the following locations on a rota basis, subject to change: 1. Sidney Street in Cambridge 2. Scotsdales garden centre, Cambridge Rd, Great Shelford, Cambridge.

For more information, including the opening dates/times, plus any changes to site locations, visit our rapid testing webpage.

<https://www.cambridgeshire.gov.uk/residents/coronavirus/coronavirus-covid-19-rapid-community-testing>

Consultation: Cambridgeshire Local Cycling and Walking Infrastructure

This is an important opportunity to contribute views – please note closing July 6th.

<https://consultcambs.uk.engagementhq.com/ccc-local-cycling-and-walking-infrastructure-plan-consultation-2021>

Foxton Travel Hub

We are meeting officers on June 15th.

East West Rail

Consultation finished June 9th. The County Council will agree a response at its June 22nd Committee.

Thakeham

Thakeham has to date not lodged a submission to the South Cambs Call for Sites.

SWCAG has invited Thakeham to a public meeting to answer questions from the public, but Thakeham has yet to agree a date.

The recent SWCAG meeting for parish council representatives with Stephen Kelly, Head of Greater Cambridge Shared Planning, focused on the OxCam Arc and juxtapositions of local authority and central government planning powers. This was an excellent session and we'll be looking to replicate it at a forthcoming public meeting.

A response has been received on an appeal to a Ministry of Housing Communities and Local Government's Freedom of Information Act refusal. This will be posted on the SWCAG website.

Updates as usual here: www.swcag.org.uk

Peter McDonald

Appendix 4 – Scheme of delegation

Foxton Parish Council Scheme of Delegated Powers

The power to create a scheme is derived from the provisions contained in Section 101 of the Local Government Act 1972.

As the Proper Officer, the Parish Clerk can be authorised under the Scheme for the proper administration of the functions falling within their responsibility.

Should the holding of Council Meetings be suspended as a result of civil emergency, the implementation of government advice / restrictions on direct contact in relation to national health, or other emergency, the Clerk has delegated authority to take decisions in pursuance of the provision of ongoing Council services and business and in relation to new Council policy and functions arising from the circumstances that precipitated the suspension of Council Meetings.

Scheme Compliance;

In exercising delegated powers, the Clerk will need to be aware of and comply with;

1. Any statutory Provisions
2. Foxton Parish Council Standing Orders and Financial Regulations
3. Foxton Parish Council's policy framework and budget
4. Agreed arrangements for recording decisions
5. The requirement to consult persons or representatives of persons who may be affected by the decision, including, where appropriate, local Councillors

This Scheme of Delegation does not delegate any matter which;

1. Is reserved by law or by Foxton Parish Council Standing Orders and Financial Regulations
2. Which may not by law be delegated to an officer

Recording decisions made under the scheme;

All decisions will be retrospectively reported and recorded in the Council Minutes and made available on request to individual Councillors and to the public, subject to any limitations on exempt or confidential information – at the earliest opportunity.

Taking back decisions;

It is always open for the Council (or any committee) to take decisions on any matter falling within the Scheme of Delegated Powers of the Clerk, provided that as far as committees are concerned, the matter falls within their terms of reference.

Schedule of Parameters;

- Permission for the Clerk to determine any urgent matter in the purview of the Council or any committee where it is impracticable to convene a meeting of that body to consider a matter
- Permission for the Clerk to incur expenditure or take any other step in the day-to-day operation of Council services in accordance with approved budgets of any service area
- Permission for the Clerk, in non-urgent situations, to action the business having sought in writing the views of all councillors with not less than 3 working days' notice. Decisions made under such delegations shall be noted at the next meeting of the council.
- Permission for the Clerk to provide comments on planning applications having sought in writing the views of all Planning Committee members with not less than 3 working days' notice. Decisions made under such delegations shall be noted at the next meeting of the council or Planning Committee.
- Permission to take action on behalf of the Council in any urgent matter which does not allow for the prior authorisation to be obtained where;
 - There is a serious risk of significant cost to the Council of loss of income resulting from lack of immediate action
 - The Council's property or staff or persons in its care or for whom it has responsibility would otherwise be placed at risk of suffering harm/damage
 - An emergency or disaster involving destruction or danger to life or property occurs or is imminent or there are reasonable grounds for apprehending such an emergency or disaster and such action is calculated to avert, alleviate or eradicate the effects or potential effects of the event

Other day-to-day matters include;

- General administrative matters
- Health & safety issues
- Financial Arrangements and processing of payments (including salaries and invoices). Where expenditure is involved, such action will be conditional upon financial provision being included within the approved budget and in compliance with financial procedure rules
- Processing legal agreements and contracts
- Procuring goods and services
- Taking professional and legal advice