



Clerk to the Council – Laretta Fox  
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**Councillors are summoned to attend a meeting of Writtle Parish Council Playing Fields Committee which will be held in the Parish Office on Monday, 15 April 2019 at 8.15pm.**

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The press and the public are cordially invited to attend

**AGENDA**

1. **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.
2. **Apologies for absence.** The Clerk to advise of apologies for absence
3. **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meetings held on December 17, 2018 as a true and correct record.
4. **Declaration of Interests.** All members are reminded that they must disclose any interest that they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her of it.
5. **Progress check.** A brief update on actions from the last Parish Council meeting.
6. **Writtle Parish Council.** To discuss the following items:-
  - Update on the grass cutting
  - Update on the appointment of the Parish Council Handyperson
  - Legionella risk assessments for Parish Council buildings
  - Fire risk assessments for Parish Council buildings
7. **Writtle Scouts.** No agenda items received.
8. **Writtle CARDS.** No agenda items received.
9. **Writtle Sports & Social Club.** No agenda items received.
10. **Any other reports.**
11. **Date of the next meeting.** The next meeting is on Monday, 15 July, 2019 in the Parish Office commencing at 8.15 pm.

Signed

Date 10 April, 2019