

	<p>6.4 Cycle Racks - Now installed in Charlwood but site to be chosen as soon as possible in Hookwood. IT WAS AGREED to discuss this at the next Parish Council meeting. The Clerk to add to the agenda.</p> <p>6.5 Charlwood Community Monthly Celebration Days - Assistant Parish Clerk advised that Community Group have dropped the request for an August Saturday so cricket team not affected in August. It was thought that an agreement had been reached on May-Aug.</p>	JC
7/23	7. GLEBE FIELD	
	No updates received	
8/23	8. WICKENS ORCHARD	
	8.1 A meeting was held with Clarion onsite two weeks ago. It was a worthwhile meeting with promises from Clarion that The Orchard would be a priority for maintenance work to be carried out as a matter of urgency. Since the meeting nothing had happened in terms of work on the Orchard. IT WAS AGREED that the Assistant Clerk would email immediately Clarion to bring this to their attention. IT WAS ALSO AGREED that the Parish Clerk should be asked at the Parish Council meeting to write to Clarion requesting an update.	HH CLLRS
9/23	9. GROUNDSMAN	
	IT WAS AGREED that the Groundsman needs to be contacted to discuss his hours and duties going forward. A Job Description was reviewed and discussed along with the feasibility of employing a company to carry out maintenance on larger projects involving trees/hedges. IT WAS ALSO AGREED to ask the Staffing Committee for convenient meeting dates and times.	JC TS
10/23	10. MILLENIUM FIELD	
	Nothing not already covered	
11/23	11. ANY OTHER BUSINESS	
	<p>11.1 Hire fees for Pavilion for 2024/25 were discussed and review and Cllrs felt they needed to be reviewed and set for 2024/25. IT WAS AGREED that the Clerk would bring this to the attention of the Finance Committee.</p> <p>11.2 Pavilion Bi-Fold Doors – the Assistant Clerk advised that the left-hand bi-fold door is not opening/closing well and has been marked ‘do not open’ for now. IT WAS AGREED that the Assistant Clerk would contact Contractors for an estimate to assess and for a quote for an annual maintenance contract.</p> <p>11.3 Flashing on side of Pavilion. – Cllr Stacey said he would look at it in the first instance and then if necessary the contractor should be asked to look at it and give an estimate on his work. IT WAS AGREED to wait for an update from Cllr Stacey before contacting the contractor.</p> <p>11.4 Boiler Maintenance – the need for a commercial engineer to service the boiler in the Groundsman’s shed was discussed. IT WAS AGREED that the Clerk would investigate and obtain quotes.</p>	JC HH JC
12/23	12. DATES OF FORTHCOMING MEETINGS OF THE COMMITTEE	
	<p>Services & Amenities Committee – 4:30pm 16th October 2023 at the Pavilion</p> <p>Full Parish Council Meeting – 8:00pm 16th October at the Pavilion</p>	

There being no other business the Chair closed the meeting.

Signed as a true record of the meeting, and approved at the Services & Amenities Committee Meeting of the 16th October 2023 Signed.....