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22nd March 2021

Councillors,

You are summoned to an Extraordinary Meeting of the Parish Council to be held on Monday 29th March 2021 at 6:30pm via Microsoft Teams.

Join the meeting on your computer or mobile app. See www.asfordbyparishcouncil.gov.uk for this link:

Microsoft Teams meeting

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AGENDA

- 1 Apologies for absence
- 2 Disclosure of Interests
- 3 To confirm the minutes of the extraordinary meeting of 19th February 2021
4. To Confirm the minutes of the extraordinary meeting of 15th March 2021
- 5 To consider any applications received for the vacant positions of parish Councillors.
- 6 Public Forum – to consider any questions relating to tonight's agenda raised by members of the public at the meeting.

To ask a question during the public forum please raise your Microsoft Teams hand in the chat facility.

- 7 Chairmans' reports

- 8 Finance, Resources and Personnel report
- 9 List of payments if available
- 10 To consider the reopening of the Parish Hall possibly as soon as summer 2021 to:
 - a. Proposal to carry out Risk Assessment as required.
 - b. Proposal to implement a deep cleaning schedule including of chairs.
 - c. Proposal to undertake PAT testing on all electrical resources that require it.
 - d. Proposal to employing a permanent cleaner on a regular basis.
 - e. Proposal that all cleaning equipment is reviewed and replaced as required.
- 11 Proposal to consider the quotes received for painting each all rooms except the main hall.

Proposal to decide colour scheme for each area:

 - New office
 - Meeting room
 - All toilets
 - Front foyer including to varnish or stain the main front door.
- 12 Proposal to consider replacing the chairs in the Parish hall (See emailed attachment)
- 13 Proposal to consider our response to The Rural Market Town group (See emailed attachment)

Date and Time of next meeting: