

Date: 6th March 2025

Title: Report Item 10

By: Fiona Chalk (Parish Clerk)

Purpose: To update Councillors on Parish Council business and approve any recommendations

Recommendations: To note the report and approve the updated Emergency Plan, VE day arrangements, and website/email provision

Emergency Plan

Following on from comments received from Councillors and support from WDC, the Plan has now been updated. Appendix 4 still has some updates to be made to it and responses to letters are awaited in order to do so. The updated plan, without Appendix 4, will be circulated to WDC, updated on the website, and referenced in the next PC submission to the Parish Magazine.

Action: The Parish Council resolves to approve the updated Plan. The Parish Council nominates a Councillor to be Lead, which will require the annual checking of the emergency resource pack which is located in a safe inside the middle cupboard in the small hall. Also, to liaise with the Clerk in support of the annual review of the confidential directory (appendix 4) to confirm that all entries remain current, and to give annual consideration to the need for a suitable desk-top / face-to-face scenario to exercise elements of this Emergency Plan.

VE Day arrangements

The Cricket Club are happy to support the PC on the VE Day celebrations but have some questions.

- Who is the PC contact regarding this event so we can co-ordinate with them? On the same early evening, we are planning a 'nearest the pin' golf fundraising event which is complementary to this event. We will manage the health & Safety aspects of this.
- Will the PC apply for and pay for the TENS license for this event?
- How many visitors do you estimate will attend?
- Please note the cricket club may have to pay for 2 members to 'man' the bar as we cannot guarantee volunteers for this event
- We can also provide a curry or BBQ for the evening, would there be a preference? Again, we may have to pay members to manage this.

Action: The Parish Council to nominate a lead Cllr to support the Clerk on arrangements.

Website & Email @gov.uk

The website is now up and fully functioning and a re-direct will be put on the old one.

All Councillors have been sent an email from Hugh as VSNet, to set up their new email accounts. If you need further support, please ask [Hugh](#) or myself. Village organisations and stakeholders are being advised of the new addresses. There will be an auto-redirect on the Clerk's email.

Action: All Councillors to cease using the old email address and only use the new one with immediate effect.