
Minutes of the meeting of Loddon Town Council (LTC) held on Wednesday 10 January 2024, 7.00pm in the Hollies Rear Hall.

Present: Cllr Andy Woodman (AW) - Chairman, Cllr Colin Binfield (CB) – Vice-chairman, Cllr Liz Marsham (LM), Cllr June Strickland (JS), Cllr Kay Mason Billig (KB), Cllr Jane Hale (JH), Cllr Mervyn Pointer (MP), and Cllr Julie Appleby (JA).

In Attendance: Emily Curtis (Town Clerk), Georgina Hirst (RFO), Jo Leonard (AAO), and six members of the public (MOP).

Absent: None

1. **Welcome, Meeting Protocol and Etiquette:**

Chairman Cllr AW welcomed everyone to the meeting. The Clerk confirmed that she did not wish to record the meeting.

2. **Apologies for Absence:**

The Council received and accepted apologies from Cllr Laura Bolderston and Cllr Natalie Henry. Cllr Sam Bailey sent apologies at 7.15pm.

3. **Declarations of Interest and Requests for Dispensations:**

Cllrs JH, CB and LM declared an interest in any items on the agenda relating to the Jubilee Hall as they are Jubilee Hall Trustees. EC declared a pecuniary interest in item 8.8.

4. **Minutes of the Meeting Held on the 13 December 2023:**

The Minutes of the meeting held on the 13 December 2023 were approved as a correct record.

5. **Matters Arising:**

5.1 **The Old School Noticeboard**

The Notice Board Company have informed us that they will be dispatching the noticeboard week commencing 15 January 2024. Once it arrives, we will organise installation.

5.2 **Alarm System**

The new office alarm system was fitted in December and has been connected to the existing panic alarm. Keyholders were advised to visit the office to receive instructions on use. Cllr KB offered to pass her LTC keys to Cllr AW. **Action:** Cllr KB to return keys to the LTC office.

5.3 **Biodiversity Policy**

A meeting has been planned with Cllr JA and a resident on the 23 January 2024. Norfolk ALC training on the topic has been booked for 9 February 2024. **Action:** Clerk to add draft policy to the February 2024 agenda.

5.4 **Gold Standard Bus Stop on Church Plain**

Westcotec have made some recommendations for bus stop designs that are sympathetic to a conservation area such as Church Plain. Cllr JA and Clerk to continue to liaise with contractors and Norfolk County Council (NCC). **Action:** February 2024 agenda.

5.5 Old Hockey Field Ditch

The ditch work has been delayed slightly, as the contractor has had to prioritise other urgent work. **Action:** Parish Warden to investigate if the ditch adjacent to Water Meadow Close is LTC responsibility.

6. To receive reports from County and District Cllrs and Public Forum:

6.1 Report from District Councillor Jeremy Rowe (written by Jeremy Rowe): Appendix A Cllr Rowe apologised for the lack of a written report. The ChetChat group is running well, and the Chedgrave Bowls Club have offered to support it.

Cllr Rowe is now the Chair of the Scrutiny Committee at South Norfolk Council (SNC) and encouraged Parishioners to utilise the Committee, by requesting SNC decisions are scrutinised.

6.2 Report from District/County Councillor Kay Mason Billig:

Cllr KB gave more information relating to the recent County Deal.

NCC has made DIY waste free to dispose of for householders at Norfolk Recycling Centres. NCC plan to modernise all their fire and rescue buildings to provide better facilities for use by female fire fighters.

NCC have made bus travel free, 24hrs a day, 7 days a week for disabled bus passengers.

6.3 Public Forum

A representative from the Local History Group informed the Council that the group have offered to contribute the full amount (including the cost of a plaque) to LTC for the purchase of one of the proposed benches on Farthing Green. Thanks were given and the quotes for the proposed benches will be discussed during the Finance Report (8.10).

A MOP was thanked for reporting that there were some typos in the December minutes.

A MOP enquired as to why the grit bin is located on Rowan Drive, and suggested the entrance to St George's Park would be preferable. The Clerk confirmed that the grit bin is an LTC asset.

7. Council Reports

7.1 Chairman's Report

Cllr AW reported that there was no written report this month due to the Christmas break.

7.2 Town Councillors' Reports

Cllr JS reported that the Loddon & Chedgrave District Society will cover the cost of one of the benches (and a plaque) on Farthing Green. Thanks were given and Cllr JA requested that the plaques match on both benches.

Cllr CB reported that the Sam2 has identified a serious speeding issue on Beccles Road. The Clerk apologised for omitting the Sam2 data from the agenda.

7.3 Clerk's Report

The report is attached to the minutes at Appendix C.

7.4 Admin and Allotments Officer's Report

The report is attached to the minutes at Appendix D.

7.5 Parish Warden's Report

The report is attached to the minutes at Appendix E.

7.6 Data Protection Matters

The report is attached to the minutes at Appendix F.

8. Finance Report:

8.1 Bank Reconciliation to 31 December 2023

The balance of Loddon Town Council's accounts as of the 31 December 2023 was £334,001. This includes £211,124 of ear-marked funds, including CIL receipts, and £122,877 of general funds.

8.2 Accounts for Payment in Accordance with the Budget

The RFO presented the list of payments (Appendix G), and after review, it was **resolved** to approve this list of payments. **Action:** RFO.

8.3 Report on expenditure on professional services on data related matters

The RFO informed the Council that expenditure relating to the data requests from the Complainant and associates to date totals £7,602.27 excl VAT. The amount now also includes professional fees paid to Birketts LLP.

8.4 2024-25 Budget

The Finance Working Party met on the 3 January 2024 the budget and associated documents had been circulated to all Cllrs.

The RFO reported that since 2021, the precept has been increased annually by 0%, 3% and 5% and these amounts have not kept up with inflation. General Reserves have been used to meet the budget shortfall; therefore, it was necessary to increase the Precept to ensure that the General Reserves hold a minimum of six months running costs. Fortunately, £25,042 of savings have been made against the core budget headings. The replacement Staithe Toilet doors have also reduced vandalism repair costs and the income is subsidising the cost of running the facility.

After review, it was **resolved** to adopt version 3 of the budget. **Action:** AAO to add the budget to the website with a supporting statement.

8.5 2024-25 Precept

The RFO informed the Council that South Norfolk Council has confirmed that the tax base for Loddon has increased from 1062 in 2023-24, to 1092 in 2024-25: 1092. The Precept was agreed at £183,500. This equates to an increase of £0.54 per week for a Band D household. **Action:** RFO.

8.6 2023-24 Internal Audit

After review, it was **resolved** to appoint Sonya Blythe. Cllr MP suggested that LTC should check to see if the auditor can be appointed for three years rather than annually. **Action:** RFO to check if it is compulsory to appoint annually.

8.7 Quarter 4 Budget Monitoring Report

The Quarter 4 Budget Monitoring report is now provided on a monthly basis as part of the new Rialtas accountancy package reports.

8.8 Principal Designer and Contract Administrator for the Library Annexe Renovation

Cllr KB declared a non-pecuniary interest as a director of Norse and abstained from the vote. The Clerk had previously declared a pecuniary interest as a Director of JC Surveyors Ltd and left the room whilst the discussion and vote took place. It was **resolved** to appoint

JC Surveyors Ltd to act as the Principal Designer and Contract Administrator for the Library Annexe Renovation. **Action:** RFO to instruct.

The Clerk returned to the meeting room.

8.9 Jeep Insurance Claim

A quote had been received from Hags UK for the repairs for the Jeep - £1,666.00 excluding VAT. The RFO has submitted an insurance claim and will update in due course. **Action:** RFO.

8.10 Benches at Farthing Green

Cllr JA recommended a heritage style bench, made from recycled plastic with cast iron ends. It was **resolved** to proceed with the Glasdon style bench at £610.18.

Cllr JH raised concerns over the raised plaque as it could damage clothing and suggested that the plaque is rebated. **Action:** RFO to order two Glasdon benches and plaques to match.

8.11 Beacon

The Council reconsidered the decision to purchase a mobile beacon at a cost of £549.00 as it could have been utilised for several recent events such as the Jubilee and the Coronation. The Royal British Legion plan for D-Day 2024 is to light a beacon. It was **resolved** to not purchase a beacon due to budget constraints.

8.12 Small Grant Application from Loddon & District Co-Operative Day Centre

It was **resolved** to grant £100 to the Loddon & District Co-Operative Day Centre. The Day Centre provides social interaction and a hot two course lunch for the elderly and isolated people in Loddon and Chedgrave. **Action:** RFO.

9. Planning

9.1 Planning Applications from South Norfolk Council: *Please refer to the Planning Report (Appendix H).*

2023/3506: Outline planning permission for up to 85 dwellings, creation of new vehicle access, public open space, associated infrastructure and landscaping, with all matters reserved except for access. Location: Land North of Beccles Road, Loddon.

Action: Cllr MP recommended that Cllrs view the consultee replies, particularly CPRE's.

9.2 Decisions on Planning Applications from South Norfolk Council: *Please refer to the Planning Report (Appendix H).*

9.3 Planning Applications from the Broads Authority: *Please refer to the Planning Report (Appendix H).*

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10. Public Open Space, Assets and Highways

10.1 Transfer of Saffron Land Adjacent to Crossways Terrace

The item was deferred as despite a chase, no update has been received from Saffron Housing. **Action:** Clerk.

10.2 Asset of Community Value (ACV) for The Terrace

It was **resolved** to defer the decision to apply for an ACV. Cllrs will view the property on the 14 January 2024.

10.3 Review of uncut and cut areas of grassland in Loddon

It was agreed at the December 2023 meeting that the Council should meet with Saffron Housing and SNC to understand their biodiversity and land management policy. It may be necessary for LTC to support their efforts with additional grounds maintenance if LTC are unhappy with their level of maintenance. **Action:** Clerk and Love Loddon Community Group to organise meetings.

10.4 Staithe and the Staithe Footbridge

The Clerk has liaised with the SNC Officer and had the following update:

The streetlight replacement columns will be fitted imminently and will include new LED lanterns.

The drinking water hose has been removed for the winter and will be replaced in the spring.

The footbridge contractors will report on the quotes for repairs by the end of January.

The Council will receive another update in due course.

10.5 Staithe Toilets

The Council entered into a 35-year lease with SNC in 2016 and it was **resolved** to request that SNC transfer the ownership of the Staithe Toilets to LTC. **Action:** Clerk.

11. Updates from Committees, Representatives and Working Parties:

11.1 Personnel Committee

The Personnel Committee will meet on the 7 February 2024.

11.2 Events Committee

The Events Committee will meet on the 24 January 2024.

11.3 Loddon & Chedgrave Playing Field Committee

No update as the Loddon & Chedgrave Playing Field Committee have not met since the last TC meeting. The next meeting is due to be held on the 17 January 2024 at 7.00pm.

11.4 Chet Neighbourhood Plan

Cllr JH reported that the Neighbourhood Plan has been submitted to SNC, and that a response should have been received from SNC. Cllr JH has sent a chase to the Planning Consultant.

11.5 Love Loddon Community Group

The report is attached to the minutes at Appendix I.

11.6 Community Larder

The report is attached to the minutes at Appendix J.

11.7 Emergency Plan Initiative

The volunteer event increased the awareness of the scheme, and several volunteers were recruited. The Clerk has liaised with SNC regarding preparing the Emergency Plan for the volunteers to implement. Cllr AW offered to be the Cllr representative for the scheme.

Action: Clerk, AAO and Cllr AW.

11.8 Jubilee Hall Management Committee

Cllr LM apologised for the lack of a written update.

A Trustee meeting took place on the 8 January 2024. All Trustees are optimistic that by the end of February, the workload for the Trustees will reduce as it will no longer be necessary for them to secure the building between bookings.

The Chairman is investigating an online booking system that will link with the accountancy package and give hirers access to the building via online access codes.

A large skip will be arriving imminently for clearance of the storage areas.

The results of the feasibility study will be returned in due course for Trustee review.

12. Appointments

12.1 Events Committee

It was **resolved** to appoint Cllr NH to the Events Committee. **Action:** AAO.

12.2 Community Larder

It was **resolved** to appoint Cllr JH as Cllr representative to lead the Community Larder Project on behalf of the Council. The role will involve coordinating the volunteers, organising and minuting the monthly meetings and food deliveries. The RFO will continue to apply for grants on behalf of the Community Larder.

Cllr MP requested that a review of the project is carried out as the initiative has grown and the bulk of the work falls to the volunteers and LTC. **Action:** Cllr JH will discuss this with the Community Larder Volunteers at their next meeting.

13. Correspondence:

- Lemn Grove Allotment Land
- Thank you from Chet Valley Voices
- Parking on Bridge Street/George Lane
- Fencing at Loddon Mill
- Community First Responders
- ICO
- Funeral details for Royal British Legion Associate, Mr Ron Howes
- Norfolk Net Zero. **Action:** Cllr JH to liaise and report back
- TRO on Beccles Road
- Early Help Community Worker community meeting

14. Items for a future agenda:

- S106 discussion with South Norfolk Council
- Youth provision in Loddon
- TRO on George Lane (adjacent to Filbert Rd)
- Bus stops on Church Plain
- Biodiversity Policy
- D Day 6 June 2024

15. Upcoming Council Meetings: *(Held in Hollies Rear Hall unless otherwise specified)*

The next full Council meeting will be held on Wednesday 14 February 2024 at 7.00pm, held in the Hollies Rear Hall. (Agenda items to Clerk by the 6 February 2024).

- Loddon & Chedgrave Playing Field Committee – 17 January 2024
- Events Committee – 24 January 2024 at 8.00pm
- Personnel Committee Meeting – 7 February 2024 at 11.00am
- Full Council – 14 February 2024 at 7.00pm

16. Exclusion of Press and Public:

It was **resolved** to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A SS1 & 2.

16. Review of LTC's 'unreasonably persistent and/or vexatious contact or complaints/complainants policy'

It was **resolved** to appoint Birketts LLP to carry out a review of the above policy. **Action:** Clerk.

17. Birketts Solicitors

The Council received an update from Birketts LLP.

The meeting closed at 21.03pm.

Appendix A - Report from District Councillor Jeremy Rowe (written by Jeremy Rowe)

No written report received.

Appendix B – Chairman’s Report

No written report received.

Appendix C - Clerk’s Report

Clerk’s Report – January 2024

In addition to managing the Council’s facilities and staff, and further to the reports on the agenda and matters arising, the Clerk has information on the following matters.

Office

All staff took annual leave over the Christmas break. The office reopened on the 2 January 2024.

A finance meeting to discuss the upcoming budget took place on the 3 January 2024. The RFO reported that a total of £25,042 of savings have been made from the core Council budget headings.

Cllr Appleby and Clerk are due to meet with SNC Officers at Horizon House on the 17 January 2024 regarding recruitment of volunteers.

Cllr Appleby, the Clerk and a local resident are meeting on the 23 January 2024 in the Council offices to run through LTC’s draft biodiversity policy. The policy will be added to the February 2024 agenda for review.

The Chairman has signed the License for the alterations that are due to be made to the Annexe.

Annual subscriptions have been renewed for the ICO and SLCC.

The clerk attended two training webinars, at no cost to the Council:

- Assets of Community Value
- ChatGPT

A smart gas meter is to be installed on 23 January 2024 at the Library Annexe.

The Council’s strategic plan training has been booked for Wednesday 6 March 2024 at 7.00pm Hollies Rear Hall.

Public Open Space

A resident reported that a tree had come down on Footpath 10. The tree has now been removed. The tree that was partially blocking Footpath 10 has been removed after the NCC Trails Officer contacted the landowner.

The streetlights at the Staithe are due to be replaced by SNC in mid-January 2024.

Events

There were no issues reported with the Christmas lights. Thank you to the Council’s contractors; Loddon Garden and DIY for installing the Christmas lights on the houses and businesses on the High Street, Bridge Street and Church Plain and Cozens for once again installing the Christmas lights on the Christmas Tree, the Christmas lights on Church Plain and the Staithe Car Park. As in previous years, Loddon Swan kindly provided the Christmas tree.

Several residents and businesses in Loddon provided power for the LED lights, and a small token of our appreciation was delivered by our Chairman Cllr Woodman.

- The King's Head,
- Loddon Garden & DIY
- The Loddon Swan
- The Hollies
- and two kind residents on the High Street

Appendix D – Admin and Allotments Officer's Report

I continue to cover the day-to-day admin in the office, responding to Parishioners enquiries, answering emails and phone calls, and support the Events Committee with taking minutes and providing agendas.

The new Plot Letting Terms & Invoice for rents for 2024-25 have been sent out. This gives tenants 2 clear months' notice before the rent is due to be paid on 6 April 2024.

The new emergency throw bags were fitted to the pump posts by the Parish Warden. They are of similar design to those used locally by the Broads Authority. Tenants were notified about the installation and a copy of the instructions for use have been supplied to them.



The new pump will be fitted in time for the spring planting.

I continue to regularly inspect & monitor the site.

There are ten people on the waiting list.

Appendix E – Parish Warden's Report

Key activities since November Council meeting:

- Contracted works:
 - Scheduled Hockey field ditch clearance works
 - Scheduled Skatepark repairs
- Response to Councillor/Parishioner concerns/reports:
 - Trimmed pollard tree in Church Plain Car Park
 - Investigated potential Environmental issue on Loddon Business park
 - Clear fallen branches on Footpaths 11 and 15
- Investigated and made safe collapsed drain cover on Beccles Road
- Manufactured brackets and installed two rescue throw lines at Allotments
- Conducted Christmas lights audit and produced map for future deployments

- Routine weekly inspections of: Kittens Lane and Broadlands Playgrounds, Skate Park, Public open space, Parish trees, Annex Offices and Staithe
- Weekly Tennis courts inspection and leaf vacuum
- Routine litter picking; Hockey field, Jubilee field, and Skate Park
- Regular inspection of Staithe toilets (remains of fire in Male cubicle, broken fan grille on DDA)
- Ad-hoc picking; Norton Road, Pyes Mill road, Mill road, Fire station footpath, George lane, Kittens lane, Lemn Grove, Bungay High Road, Cannell Road
- Monthly inspection and litter pick Pyes Mill
- Legionella flushing and temperature control readings completed
- Fire Safety, Emergency lighting, and CO Monitor checks complete
- CCTV Cameras checked and cleaned
- War Memorial monthly inspection
- Allotment water pump serviced
- Water, electricity, and Gas meter readings taken
- Footpaths; 8,9,10,11,14,15, 16 & 18 Inspected and litter picked

Appendix F – Data Protection Matters

This report is provided by Mr Phil Brown, the data protection advisor to LTC. A summary of my activities, since the previous LTC meeting in December, is as follows:

As per the December report, a repeat DSAR, FOI requests and the report of a data breach had been sent directly to LTC by a local resident despite them being in the full knowledge that all such requests/ reports should be sent through myself. As LTC could find no trace of these messages, I asked the resident for copies, but it was made very clear that they would not be sent to me as I was not part of the LTC, despite the fact that the arrangement had been in place and working throughout 2023. Since I cannot process what I do not have access to, I have not been able to make any progress.

On 30 Dec 23, I received notification from the relevant complainant directly that they had complained to the ICO. I have not seen the complaint so I cannot confirm the exact grounds for it. They have requested the best contact details for LTC and this will be provided in due course. If the ICO chooses to pursue an investigation, then LTC will cooperate fully and provide its evidence to demonstrate it has acted reasonably in the circumstances.

Finally, in line with the domain name change for LTC, all data related email correspondence (personal and non-personal data) will be processed via the recently set up privacy@loddontowncouncil.gov.uk.

Appendix G – Payments for Approval

Date Paid	Payee Name	Transaction Detail	Amount
20/12/2023	Apogee	Photocopier lease	£144.00
21/12/2023	SSE Southern Electric	Streetlight Electricity	£123.11
05/01/2024	South Norfolk Council	Office business rates Jan2024	£434.00
08/01/2024	intY Ltd	IT support	£42.96
10/01/2024	Adept IT Solutions	IT support	£31.20
10/01/2024	Lloyds Bank	Credit Card Dec 2023	£530.81
10/01/2024	BT	Office phone/brbnd + staithe	£59.88
13/01/2024	EE Ltd	Jan 2023 mobile charges	£44.99
18/01/2024	British Gas	Office Electricity	£140.11

21/01/2024	SSE Southern Electric	Streetlight Electricity	£115.43
23/01/2024	E-on Next	Office Gas	£136.09
25/01/2024	EDF Energy	Staithe toilets electricity	£155.76
10/01/2024	Society of Local Council Clerks	Annual Membership Fee	£343.00
10/01/2024	The Alarm Company	Office security system alterations	£786.00
10/01/2024	LBPT	Hall hire at the Hollies	£500.00
10/01/2024	Notice Board Company (UK) Ltd	3 panel noticeboard for Old School	£3,238.80
10/01/2024	Viking	Stationery	£93.60
10/01/2024	CJ International Services Ltd	DP & FOI services Dec2023	£228.00
10/01/2024	Adept IT Solutions	IT support	£63.34
10/01/2024	Loddon Garden & DIY	Grounds maintenance	£93.74
10/01/2024	Active HR	HR support	£70.31
10/01/2024	Cozens (UK) Ltd	Streetlight maintenance Dec23	£36.00
10/01/2024	Adept IT Solutions	IT support	£73.16
10/01/2024	Top2Bottom Commercial Cleaning	Cleaning Dec23	£757.94
10/01/2024	SLCC Enterprises	2 x training EC 16 & 23/01/24	£72.00
10/01/2024	Loddon & District Co-operative Day Centre	Small grant - TBC on 10/01/2024	£100.00
10/01/2024	Georgina Hirst	Mileage and expenses claim	£136.87
10/01/2024	Jo Leonard	Mileage and expenses claim	£9.68
10/01/2024	Paul Leonard	Expense claim	£10.05
10/01/2024	Salaries	Jan 2024 salary	£4,328.14
10/01/2024	Norfolk Pension Fund	Jan 2024 salaries - pension	£1,579.20
10/01/2024	HM Revenue & Customs	Jan 2024 salaries - tax & NI	£1,034.74

Appendix H – Planning Report

App Number	App Type	Address	Proposal	Application/ Decision	Decision	Date of Decision
2023/3741	Works to trees in Conservation Area	9 High Street Loddon Norfolk NR14 6EU	G1 Crown raise group of mainly sycamores off the roof of the squash court 5-6m from ground. G2 Crown raise sycamores along boundaries of neighbouring houses 5-6m from ground. G3 crown thin out wooded area by upto 30% mainly sycamore saplings. T1 Sycamore fell. T2 Cherry plum reduce away from building leaving a crown 3m wide	A		
2023/3806	Household	Bugdun House 5 Bridge Street Loddon Norfolk NR14 6LZ	Single storey timber garage/workshop in existing car park with pantiled pitched roof	A		

Appendix I – Love Loddon Community Group

Proposed replacement benches – Farthing Green

I've been researching benches. In my opinion they will be quite prominent at Farthing Green and therefore, as it is a conservation area, a 'heritage' style bench would probably be more in keeping than something contemporary.

Glasdon have a style called the 'Lowther' bench which offers a recycled, low maintenance material for the seat, in various colourways with cast iron 'styled' ends. I negotiated a reduced price of £600 each (from £630) if LTC purchase two and suggest we go for a brown colour to match the existing

British Legion bench. This includes fixings, but we may need to hire someone to secure them into the concrete bases. Delivery is about four weeks. Emily and I both set about trying to find something similar for less but drew a blank.

I have been in contact with Carol from the History Society, and she is waiting for confirmation from the committee on the 10th of January regarding the sum they are able to contribute to costs. Emily has also emailed the Loddon & Chedgrave District Society regarding the other bench.

A memorial plaque is quite expensive at an additional £100 if Glasdon arranges for it to be fitted. Having looked on-line they could be arranged separately for about half the cost which we have suggested to Carol as an option.

Gold Standard Bus Stops

I similarly spent time looking at Bus Stops. My view is if we can keep the 'domed' styled top and keep the frame as black it would blend in more with the existing 'heritage' style we currently have. Emily and I met and looked at the options that NCC had suggested. He also gave us other suppliers to research and Emily is currently in communication with Westcotec.

Biodiversity

Emily and I have a meeting scheduled with Carol on the 23 January 2024 to discuss LTC's draft biodiversity policy.

I also have a further on-line training session on 9th of February.

Looking forward to the better weather and being more hands-on!

Cllr Julie Appleby

Appendix J – Community Larder (RFO)

The main activity since the last update was the Christmas Bag event held on Friday 15th and Saturday 16th December 2023. It was supported by a large contingent of the larder volunteers plus students and one teacher from Hobart High School. Donations of food and Christmas items including many toys were received from the community. Two volunteers, Jane and Annie gave much time and energy to purchasing the grant-funded supplies. The event was much appreciated by those people in need who attended, although attendance was not as high as expected. There were some food supplies remaining which were transferred to the larder storage and have been put out on the shelves over the Christmas period, with tinned and long-life supplies also being distributed through January.

The library entrance door was open over the Christmas period, and thanks to the dedication of the volunteers, the shelves were stocked up every day, including Christmas, Boxing and New Year's Days.

Appendix K - Jubilee Hall Management Committee

No written report received.