

Subject:	Mill Field, Watery Lane and Bridges Report
From:	Gary Harrison & Tony Merry
Date:	19th August 2021
For information/discussion/decision/action [please delete as appropriate]	
<b>Sluice Gate</b>	
<p>The sluice gate is currently closed to maintain water level in the Mill Cut and river upstream . The gate requires inspection and possibly repair as there is some leakage through the boards at present.</p>	
<b>Water Quality In Mill Cut And Stream</b>	
<p>The quality of the water is currently very poor due we believe to excess sediment potentially from bank erosion caused by the invasive species Red Signal Crayfish.</p>	
<b>Mil Field Management Plan</b>	
<p>Gary H met with the Town Clerk and the contractor for non-amenity grass cutting at the Mill Field. It was agreed to implement the Mill Field Management Plan by continuing the cut for this year and adopting the revised cutting procedure as a trial in the next cutting season.</p>	
<b>Revised Management Plan</b>	
<p>Wild Oxfordshire and the Evenlode Catchment Partnership have visited the site this week with Gary H and Peter K and given further advice on management of the Mill Field Area.</p>	
<ol style="list-style-type: none"><li>1. Recommending implementing the tree thinning at Campbell Copse</li><li>2. Complete a Water Sample Test to take a snapshot of sediment types</li><li>3. Engage the Charlbury community in a River Education plan in conjunction with ECP</li><li>4. Plant several new trees with mulch mats to eventually replace the trees currently suffering from Ash die-back</li><li>5. ECP to report back on Crayfish management, river management techniques and educational support.</li></ol>	
<b>Watery Lane</b>	
<p>Watery Lane was flooded again during the recent wet spell. Gary H re-dug 2 of the ditches between Watery Lane and the Mill Race which helped, however a more permanent drain is now required and should be implemented as soon as possible.</p>	

Summary of decisions or actions requested:

1. **Complete the Tree Thinning of Campbell Copse** (£3000 in EWG Budget)
2. **Prepare quotations for repair of Sluice Gate** (Not Budgeted)
3. **Prepare quotations for Sediment Sampling** (Not Budgeted)
4. **Prepare quotations for Tree Planting** (Trees Maintenance Budget £2000)
5. **Engage contractor to install drainage channel on Watery Lane** (Tree Thinning of the Land Between Watery Lane and Millfield £3000 Budgeted)

Financial implications: [please explain any costs associated with decisions or actions, and whether these have already been budgeted for]

**Budget Implications (figures below are from budget , awaiting actuals & forecast)**

Hedge Cutting Watery Lane £600

Trees maintenance £2000

**Grass Cutting**

Watery Lane Triangle £540

Millfield Picnic Area £2340

Millfield Remainder £800

**EWG Budget**

Tree Clearance at Campbell Copse £3000

Tree Thinning of the Land Between Watery Lane and Millfield £3000

[Please keep reports to a maximum of two pages]

Subject:	<b>Ticknell recreation area, Quarry Lane and Centenary Woodland</b>
From:	Claire Wilding
Date:	21 August 2021
<b>For information only</b>	
Summary of decisions or actions requested (including timing): None	
Financial implications: None	

### **Ticknell recreation area**

New equipment has been purchased to deal with broken glass around the skate park, and in particular to tackle a build up of difficult-to-reach broken glass under the ramps. I've cleared about half the broken glass away and plan to complete the job in coming days.

Aside from this, the skate park, play park and surrounding area are all in very good condition. The littering at the skate park that worsened in the spring seems to have stopped, I assume either that behaviour has changed with the end of lockdown, or skate park users are picking up the litter.

The football goals are looking rusty and could with some maintenance, there is also an outstanding action about additional seating for the play park. **Action:** Claire speak to Roger about goalposts and seating.

### **Quarry Lane**

Nothing new to report in this area.

### **Centenary Woodland**

Ash dieback and blackthorn encroachment are the major issues facing the woodland. I will provide a note to a future meeting reflecting conversations I have had with Councillor Potter and Christine Elliot and proposing steps the Town Council might take, working with other partners, to ensure the woodland continues to thrive and benefit nature and the community.

Subject:	Corner House & War Memorial Hall
From:	Peter Kenrick & Tim Crisp
Date:	22 <sup>nd</sup> August 2021

For information/discussion/decision/action [please delete as appropriate]

1. Corner House Roof repairs have been completed and the general impression is that the work has been done well. Some concern has been raised about the use of new ridge tiles which may not comply with conservation guidelines. This is under investigation.
2. Management Committee Meeting. A meeting of the management committee was held in the Memorial Hall on 2<sup>nd</sup> August. Peter and Tim attended as new trustees nominated by the Town Council. Draft minutes (unapproved) are now available.
3. Governance Concerns. Peter has significant concerns over the governance of the CH&WMH which he has expressed to the chairman and dialogue is in progress (see item 14 below for further detail). I believe that Tim shares these concerns.
4. Finance. Following the roof repair work the charity's funds stand at around £69,000 with further invoices of £3,000 to £4,000 still to come.
5. Change to CIO status. The new trustee body has been set up including an initial list of trustees. An application for change of status has been submitted to the Charity Commission. Peter expressed concern that the initial list of trustees did not include any town council nominees contrary to the submitted CIO constitution. If and when the change is approved by the Charity Commission, a handover process will be required which is expected to require a demonstration of public approval (e.g. demonstrated through a public meeting) and we believe the charity will look to the town council to facilitate this.
6. Ownership of the Corner House. Land Registry records show the Town Council as the registered legal owner of the Corner House but the trustees wish to confirm this with reference to the deed documents. With the approval of the chairman, these documents have been removed from the safe and are now available. A meeting for trustees to inspect the documents is being arranged.
7. Retirement of Caretakers. Ian and Jane Parsons will retire from their roles with the charity on 31<sup>st</sup> August 2021 after 17 years of dedicated service. The committee wished to express its enormous thanks and gratitude to them both and will be marking the occasion in an appropriate way. Jane is preparing handover notes and has agreed to update the job description to reflect their current range of duties. Urgent action is being taken to find and engage replacement personnel and the opportunity will be taken to review some aspects of operation (e.g. booking system, website etc.).
8. Caretakers' Resignation Letter. The caretakers' letter of resignation voiced concerns about the management of the buildings, citing what they felt to be an autocratic method of decision making and expressing reservations about the overall direction being taken and the final outcome envisaged. Tim felt that it was important to consider whether there was substance in the criticisms that had been made and to take appropriate and constructive action to address or challenge them.
9. Book Sales from the Anne Downer Room. After a very long debate, it was agreed that the selling of books would be extended into the Anne Downer room on a trial basis until the end of the year by installing two book cases along one wall and a display table in the window. The vote was 4 in favour and 2 against with some abstentions. It was felt that this would attract more people into the building and increase its appeal as well as raising more money from book sales. There was concern that this would prevent the room's use for meetings and coffee mornings but those promoting the idea felt that there would still be sufficient space for small meetings or groups. The trial period would demonstrate whether this was the case or not. It should be noted that the trial is to support the book sale initiative from John Partington and will not affect the "bring and take" book sales established in the Oliver Watney Room by Neil Pakenham-Walsh.
10. Book Storage issues. John Partington's success in acquiring books for sale has generated storage problems and, at the time of the meeting, the Larcum Kendal Room was full of books. Requests for the hire of that room have now been received which would generate valuable income as well as footfall. It was agreed that the books must be removed from the LK room forthwith – probably to the "cottage". Given the current rates of book acquisition and sale, there is some concern this problem could get worse.
11. Corner House Garden. Volunteers from the Garden Society have done great work to improve the Corner House Garden and this can now be appreciated and enjoyed by all walking down Brown's Lane now that the hedge has been lowered. A great initiative and well appreciated buy one and all.

12. Other work. Memorial Hall capping repairs now done and cladding is to be extended to the side of the Garden Room. Work has also been done to extend the parking area behind the cottage and to facilitate easier turning. Whilst this work represents clear improvement, the way that it is being managed with little or no reference to trustees, raises concerns over governance – see 14 below.
13. WiFi. Provision of good WiFi to the Memorial Hall and improvement of coverage in the Corner House are being sought from BT. Some contact had been made to Gigaclear but had received the response that no connection could be established until the new year (2022).
14. Governance Concerns. As per item 3 above, Peter has raised governance concerns with the chairman and we suspect these may be reflected in comments in the letter of resignation from the caretakers (see item 8 above). The essence of the concern relates to decision making, particularly on extensive renovation works, where a small group within the committee has assumed overall responsibility for all stages of decision making without any apparent substantive involvement of other trustees. Having received some explanation, we understand this approach was adopted to enable timely progress to be made on urgent work at a difficult time when normal meetings were not possible. Although we have no reason to question the intent of those involved we feel that it does NOT give the impression of collective decision making that is a fundamental requirement of such a charitable trust. It leaves the trustees vulnerable for not fulfilling their duties and also fails to ensure that decisions are taken in the charity's best interests. Although we have been assured that the charity's funds are healthy and that proposed work can be afforded, this does not meet the obligation to consider all potential expenditure in the context of the overall objectives of the charity, particularly in view of the enormous future challenges faced regarding the future use and habitability of the Corner House. On the governance issues Peter has made reference to the following statements on decision making in the "Essential Trustee" guide document:
  - In making decisions you must *"make sure you are sufficiently informed, taking any advice you need"*.
  - *"Trustees must act collectively (jointly). Part of their role is to critically and objectively review proposals and challenge assumptions in making decisions. No one should be able to direct the trustees or drive decisions through without sufficient consideration. Trustees who simply defer to the opinions and decisions of others aren't fulfilling their duties"*

Summary of decisions or actions requested (including timing):

- Item 5 – CIO – confirm town council willingness to facilitate CIO handover if approved by the Charity Commission and if so requested by the current trustees. Question: Can/should this be conditional upon the inclusion of TC nominated trustees on the CIO from the date of handover?
- Item 7 – Retirement of Caretakers – does the council wish to express its thanks to Jane and Ian for their efforts and support over many years?
- Item 13 – WiFi – Should the Town Council contact Gigaclear to re-investigate broadband/WiFi provision to the CH & MH pursuing public benefit and stressing the PR advantage to Gigaclear?
- Item 14 – Governance – Does the Town Council share Peter's concerns?

Financial implications: [please explain any costs associated with decisions or actions, and whether these have already been budgeted for]

None at this stage

Subject:	Wigwell Report
From:	Peter Kenrick
Date:	20 <sup>th</sup> August 2021
For information See report below	
Summary of decisions or actions requested:  Confirm support for planned habitat restoration work identified within the Evenlode Smarter Catchment Plan and encourage community involvement in this, particularly young people.	
Financial implications: [please explain any costs associated with decisions or actions, and whether these have already been budgeted for]  No immediate cost implications from decision to support work as above. Costs may arise in future years.  Advance notification: Wychwood Forest Trust are expected to submit a grant request to the town council in October 2021 (for inclusion in the 2022/23 budget) to support their management of Wigwell including organisation of work parties and provision of equipment. Amount of grant request unknown at this stage.	

[Please keep reports to a maximum of two pages]

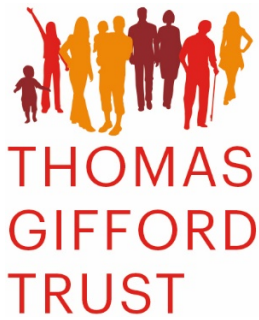
## **Wigwell Nature Reserve Report for Charlbury Town Council August 2021**

1. **Working Parties**. Working parties have continued through the summer and have been well attended. We have been particularly pleased to welcome new members of the Wigwell Friends. Work has included the construction of steps to improve the safety of the permissive path beyond the eastern bridge; work to protect the “near threatened” Meadow Clary and cutting back vegetation along the permissive path. Once again thanks to Toby Swift for running the work party sessions and also to all of the volunteers who have attended.

2. **Meadow Clary (*Salvia pratensis*).** Following disappointing results from this year's salvia count, careful thought has been given to the future management of this "Near threatened" species which is an important feature of Wigwell. As a result, separate species management trials are being undertaken in the three salvia cages to find out which approach works best on this site. Measures adopted include scything competing grasses and other vegetation, direct sowing of locally sourced seed and variations in grazing regimes/timings through the year.
3. **Wychwood Project Rebranding.** The former Wychwood Project has now rebranded itself as the **Wychwood Forest Trust** (WFT) to emphasise the fact that their role is ongoing rather than a project with set objectives that will come to an end. This change will have no effect on the management of Wigwell. The Wychwood Forest Trust has launched a new website at <https://www.wychwoodforesttrust.co.uk/> - do have a look.
4. **Species Monitoring.** The reptile survey is now complete. Although formal results are still awaited, healthy breeding populations of slow worms, grass snakes and common lizards have been found. Amphibians and small rodents have also been taking advantage of the refuges and we have been particularly pleased to see a number of toads and water shrews.
5. **Wigwell identified for early work in the Evenlode Smarter Catchment Plan.** Habitat restoration work at Wigwell will form an early part of the landscape restoration theme work identified in the Evenlode Smarter Water Catchment Plan. This plan was agreed this year in partnership between Thames Water and the Evenlode Catchment Partnership working closely with other partners including the Wychwood Forest Trust, the Cotswold Conservation Board, OCC and WODC.

Work at Wigwell will include community projects to install natural "leaky" dams (often known as Beaver Dam Analogues (BDAs)) into the Wigwell Stream to regulate flow and generate wetland habitats. Monitoring of water quality will also be carried out. I also understand that new interpretation boards will be installed to keep members of the public informed about what is happening.

6. **Alan Spicer's role recognised.** I am particularly pleased to note that the new WFT website gives good recognition to the work of the late Alan Spicer in championing the establishment of the Wychwood Project and taking an active role in its foundation and operation. (Go to "About us" > "Where we come from"). Until his death late last year, Alan had been a long term Charlbury resident with his wife Louise, both of them heavily involved locally with nature conservation and sustainability issues. Their joint contribution to the community was recognised in 2020 with the granting of a Charlbury Honoured Citizen Award. Louise continues to play a pivotal role in the management of Wigwell as well as in other important environmental work in and around Charlbury including Bird Aid and the BBOWT Blenheim Farm Nature Reserve.



## Report to Charlbury Town Council by The Thomas Gifford Trust

**August 2021**

There is not much news to report since our last report in June, but below is an update on a few issues:

### **1. Sporting and leisure activities**

Classes are often a bit quiet over the summer holidays and this has proved as true as usual. However, we have managed to keep all the under 5's activities going throughout the holiday period and we ran a successful Summer Holiday Club in conjunction with St Mary's Church, which was full to capacity. There are a lot of racquet sports, netball, walking football and other activities going on in the sports hall as well as continued high demand for the gym.

There is still demand for Zoom versions of the classes we run, even though they are all back in the hall (with some restrictions for covid safety), so we are running both versions alongside each other in most instances.

Unfortunately, we no longer have a youth co-ordinator as she resigned after the holiday club, having too much work on now with Little Wild Things. The trustees will need to decide whether and how to replace her so that we can keep offering activities for school children in the holidays and after school.

We have three new children's activity sessions starting up in September – two football sessions and a music session for babies and toddlers all run by external providers. There are a few more new activities in the pipeline too.

Age UK are planning to resume the Strength and Balance sessions for the elderly, which we feel is very important. We are encouraging this as soon as possible.

### **2. Finances**

We are still on course to break even for the year, given the grant funding that Daniela Jenkins and others were able to secure..

### **3. Playing Close**

The tree work which was recommended by the recent tree survey on the Playing Close has now been completed. Thanks once again to the Town Council for the grant from to help with this and other maintenance.

The working party to do some repairs to the potholes in the top road on the Playing Close is planned for 11<sup>th</sup> September.

**Tanya Stevenson**

Trustee, Thomas Gifford Trust, 23.8.21

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Subject:	<b>Journeys Team Report August 2021</b>
From:	James Styring
Date:	23rd August 2021
<b>For information/discussion/decision/action [please delete as appropriate]</b>	
<p><b>1 Charlbury e-bike loan scheme</b></p> <p>To gauge interest in this scheme we are going to have a <b>sign up sheet at Street Fair</b> where people can indicate that they are interested in or potentially interested in the bike loan scheme.</p> <p>We are also going to use the same sign up sheet to allow people to say that they are interested in the idea of a shared car or shared bicycle club and also whether they are just interested in being involved more generally in the Journeys team or any of the other EWG streams.</p> <p>We think it is feasible to find somebody in Charlbury to be the mechanic for such a scheme, particularly if we can arrange for them to have some bicycle mechanics training via Windrush Bike Project.</p> <p><b>2 Ebike try-out event (11 September)</b></p> <p>We don't need to do anything in particular for the Ride and Stride but we are going to organise the E bike try out session again on Wychwood Paddocks as per last year.</p> <p><b>ACTIONS</b></p> <p>A) <b>Frances</b> has produced a poster which she is going to have laminated and we will put those around the town. We have already got permkssion for the costs.</p> <p>B) <b>Gary</b> will post the information about the events and perhaps a PDF of the event on the Events section of the Charlbury website and on Facebook</p> <p>C) <b>James</b> will ask Bridget if she can be involved again and bring her bike along. (Miles Walkden has already agreed to bring his E-mountain bike.)</p> <p><b>3 Planning for Street Fair stall (18 September)</b></p> <ul style="list-style-type: none"> <li>• <i>What info do we want to share?</i> <ul style="list-style-type: none"> <li>- <i>Questions about/Examples of car-sharing schemes?</i></li> </ul> </li> </ul> <p><b>ACTION: James</b> and <b>Frances</b> are going to compile some information about the kinds of schemes operating in other places so that we can give people an idea of the kind of thing we're talking about and as mentioned above people will be able to sign up if they're interested in more information about this scheme or just to say that they are interested in the scheme.</p> <p>We discussed the idea in relation to this scheme and the EV charging scheme that Gary is running about the need to avoid commercial recommendations.</p> <ul style="list-style-type: none"> <li>- <i>Charging info?</i></li> </ul> <p><b>ACTION: Gary</b> is going to take charge of producing some charging information which <b>James</b> will print and put into plastic envelopes. This is just information for people to look at not to take away. Gary himself is likely to be on a stall with some commercial providers of EVs, not least because his car might be there and he doesn't want people jumping around in his car if he's not there.</p> <p>More widely though at the Street Fair, we felt it would be beneficial if <b>ALL COUNSELLORS</b> who are around on the day could sign up for a couple of hours on the stalls. Most of us know enough about Journeys and the Land and Nature team activities to be able to explain what those teams do, so it would be useful for counsellors to be able to talk about what those two teams do specifically, and also to mention that other EWG teams exist and to try to find people who might be interested in joining some of those teams. Some of them are redundant clearly at the moment and Food is going to get going again soon.</p> <p><b>ACTION: James</b> will print and encapsulate some information about the new council, particularly the visions and missions.</p> <ul style="list-style-type: none"> <li>- <i>WaW walks on 19 September</i></li> </ul> <p><b>ACTION:</b> The Walkers are Welcome group will produce some information for the stall about the walks they're organising for the 19th of September. Perhaps slips of paper that people can take with them?</p> <ul style="list-style-type: none"> <li>• <i>E-bike(s)/EV to look at?</i></li> </ul> <p>In terms of E bikes, <b>Frances</b> has an E bike that she could bring (?) and lock at the stall that day. James can ask my Miles W if he could bring and lock his E bike at the stall as well. There won't be space where the stalls will be located to have EVs although as mentioned above Gary plans to have his i3 at the stall with some of the commercial providers of electric vehicles.</p> <ul style="list-style-type: none"> <li>• <i>Who can be on the stall?</i></li> </ul>	

We felt it was a good idea to have if possible 2 counsellors on the stall anyone time. There is a Google sign up at [https://docs.google.com/document/d/1ZFo2Wqf0O4rVgF2F1NTwkaSVALR\\_-WT5dqXw1zPVZNY/edit](https://docs.google.com/document/d/1ZFo2Wqf0O4rVgF2F1NTwkaSVALR_-WT5dqXw1zPVZNY/edit) – thanks to whoever beat us to setting it up.

• *Other ideas?*

**ACTION:** Frances is asking Stagecoach and Pullens for some bus timetables and we agreed that Frances would procure those

We felt that the **Engagement team** really needs to engage with Street Fair, talking to people about what the council wants to do – but when we looked at who's actually on the Engagement team on Basecamp, we realised that apart from existing counsellors only really Kat who we perhaps need to bring back into the fold, plus Christine Elliott and Anne Miller. We feel therefore that we need at the forthcoming strategy meeting to have another think about the EWG and how these teams need to work.

#### **4 (22 September): European Car-Free Day**

There's little we can do at the moment in terms of closing the street and making grand gestures, as is done in larger towns where traffic is more a problem and encouraging people to switch modes is more of a live issue. We agreed we would just publicise this day on the stall at Street Fair and on our website and digitally, encouraging people to think about how they're getting around and to see if they can make a switch that day. We didn't think there were any sort of incentives that realistically we could offer people but perhaps this is something we can look at again in future years.

#### **5 The future of Speedwatch**

We talked about Charlbury using its equipment independently to do Speedwatch type things but not under the name of Speedwatch. We talked about the idea of using the equipment that we have to provide before and after pictures of areas where we want to do work, for example on the Slade. You could have a data set from before you did some traffic calming and afterwards to see how much difference your intervention had made. As far as to who organises Speedwatch and who's in charge, no one in the meeting (all cllrs, so already quite busy) has time at the moment to take this on and do it justice, and neither does Gareth. This is something else to be included in a wider discussion about strategy and priorities for the council.

#### **6 EV charging**

Gary mentioned that he was having a meeting with **Charge My Street**, who as their name suggests are an organisation that puts EV chargers into public spaces. Gary will feed back on the results of that meeting in due course.

We also discussed the possibility of having a **Co-Charger** <https://co-charger.com/> network in Charlbury. Co-Charger is an app that allows people with chargers on their properties to let people who've signed up to this app to use others' chargers to charge their car. Apparently through the app you can build a sort of community and it's only for local people, not for people visiting or passing through the area, and the idea is that people who have chargers on their property have quite a lot of control over the app – over who's charging and when. So say for example if I had a charger and Gary wanted to use it, he would go on to the Co-Charger app and contact me and say he'd like to charge his car overnight on xx day and was that convenient? Etc. James has a friend on the Green (Helen Holwill) who is open to signing up to Co-Charger, so we're going to see if she can sign up, and we can use her and perhaps Gary as a bit of a test to see how that works out for us. If it does work out for people living here, we could actually solve most of the problems that people are having charging vehicles.

**ACTION:** James to ask Helen. (Done: she has signed up.)

#### **7 Traffic survey**

Ref <https://www.charlbury.info/news/3605>. This is going ahead as planned. James, Tony and Richard F co-ordinating.

Summary of decisions or actions requested (including timing):

**Embedded above**

Financial implications: [please explain any costs associated with decisions or actions, and whether these have already been budgeted for]

**Item 2 Action A) above is budgeted for and was approved in July's meeting.**

Subject:	<b>School Governor Report – for information</b>
From:	Janet Burroughs
Date:	23 August 2021

### **Curriculum**

The end of the academic year is always a challenge for tired children and staff. This year there has been the additional impact of Covid to be dealt with.

However, the children were engaged in a range of focussed activities during Science Week and then Art week. Art work produced featuring memorable locations in Charlbury was displayed in St Mary's Church in early July.

And Sports Day was arranged and enjoyed, although with a limited audience of 30 parents/carers due to Covid restrictions.

The school also used the Euros final as a learning experience regarding racial abuse and the children produced cards and posters in support of Marcus Rashford, Jadon Sancho and Bukayo Saka which were shared with the players on social media.

This year has presented a particular challenge for Year 6 children – their last year at primary school before moving on to secondary school – due to the Covid restrictions. They gave 3 separate performances of the musical Bugsy Malone with years as their audience. The school could not accommodate the normal performance to parents and families but a parent was able to film the performances and this has been made available to view. The Leavers Assembly was organised and 1 parent/carer per child was able to attend. However, the year finished off very well as Year 6 finally went on a postponed residential to Glasbury and engaged in a range of activities including caving, canoeing and much more.

Unfortunately, Covid impacted during the last week of term for Year 3 who were sent home to self isolate.

### **Safeguarding**

The school had a hugely positive annual audit of safeguarding in school carried out by RLT which reported that:

*'The culture of safeguarding is good. Students say they feel safe, are happy and learn lots. They trust their teachers to sort things out when they go wrong and feel confident to report issues to them. They spoke knowledgeably about online safety.'*

### **Summer School**

The Summer School planned for Years 1-5 is currently taking place. The aim is to ensure that the children are well prepared for their return to school next week, after the challenges of the last year. Take up of places has been very good/

### **The coming academic year - 2021/2022**

The plan is for the school to operate far more normally than has been possible in the past couple of years, although some of the adjustments that are considered improvements will remain.

Scott and his team have worked tirelessly through the current year to support the children and their families and to support each other and should be congratulated on this.

Summary of decisions or actions requested (including timing):

N/A

Financial implications: [please explain any costs associated with decisions or actions, and whether these have already been budgeted for]

N/A

Subject:	<b>Nine Acres</b>
From:	Janet Burroughs
Date:	23 August 2021
For information	
<p>Nothing further to report since last report. The committee meeting had to be re-scheduled for September.</p> <p>The Football and Sports Club AGM is scheduled for this evening.</p>	
Summary of decisions or actions requested (including timing):	
N/A	
Financial implications: [please explain any costs associated with decisions or actions, and whether these have already been budgeted for]	
N/A	

<b>Subject:</b>	<b>EWG Food Group August 21 report</b>
<b>From:</b>	<b>Dan Raymond-Barker, EWG Food lead</b>
<b>Date:</b>	<b>23.08.21</b>
For information/decision	
Summary of decisions or actions requested (including timing):	
<p>Street Fair, 18 September:</p> <p>The food group intends to use the street fair stall to engage with people about how to source and use local, seasonal food. We will sign up people for more information and getting involved in local events.</p> <p>We will produce an A4 leaflet/mini poster with details of local food producers with any relevant information (what, where, how, when etc) to be kept at home. Chloe Horner (oxfork.co) has offered to produce samples of a dish made using local ingredients as a way of starting a conversation. We will involve other local food suppliers as is feasible with the timing and space.</p>	
Financial implications:	
<p>Cost of leaflets (200 copies, recycled, colour): £55</p> <p>Contribution to food costs (we will be asking suppliers to provide for free where possible): £50</p> <p>Donation of FoE for Oxfordshire's Great Big Green Week banner (if we want one): £20</p> <p>We have £400 in the budget for a food festival. Since this is not currently planned for in this financial year we can draw on some of this budget for the street fair. If the leaflet/poster is successful we may need to arrange a reprint.</p>	

Subject:	Cemetery
From:	Liz Reason
Date:	24th August 2021
For discussion	
<p>Summary of decisions or actions requested (including timing):</p> <p>I have undertaken my first tour of the cemetery in order to make a regular report. I know that we cut the grass and are leaving more areas to grow a bit wild.</p> <p>However, some of the untended graves are in very poor condition. Some have self-seeded ash trees growing through them (up to heights of 2m or more; some have brambles or wild roses completely covering them. I'd like to suggest that we review our cemetery management plan to agree the outcomes we want from our mowing routines and tidying, and that we consider taking some more radical action to remove some of the largest growth on graves themselves.</p>	
Financial implications: For the clerk to say whether this would fit within the current budget.	