

The Etchingam Safety Action Committee

A Sub-Committee of Etchingam Parish Council

MINUTES OF THE MEETING

held on Tuesday 26th October 2022 at 7.00pm The Parker Hall, Parsonage Croft, Etchingam

Members Present: Michael Le Garignon (Chair), Phil Hinde (Vice-Chair), Michelle Heaton, Roma Turner and Angela Jarman.

1. **Apologies for Absence:** There were apologies for absence from John Barnes, Rob Beeney, Lizzie Lawrence, Becky Howard, Steve Howard, Julia McGregor and Trevor McGregor which were accepted.
2. **Approve Previous Minutes:** The minutes from the meeting of the 28th of September 2022 were approved as an accurate record and duly signed by the Chairman presiding.
3. **Review Current Actions:** The Chair confirmed that TESAG had now issued the documentation packs following approvals from the resident's survey and EPC. TESAG will continue to take a balanced approach, remaining flexible with its requirements and spending accordingly.

The members discussed and confirmed the following actions:

- a. Business plan to support the feasibility request has been submitted by the Parish Clerk with associated and additional supporting documents
 - b. The feasibility request has been submitted by the Parish Clerk along with a cheque to cover the costs of the request, with associated and additional supporting documentation
 - c. The Match Funding Application request has been submitted by the Parish Clerk
 - d. PWLB Loan application is being managed by the Parish Clerk
4. **Communications Planning:** TESAG will continue to communicate the project and next steps via School newsletters, the Etchingam Magazine, the Etchingam E-Bulletin and by placing flyers in a number of local businesses.
 5. **Budget Planning:** Parish Clerk has commenced the PWLB loan application process which will form part of the match funding application process.
 6. **A.O.B:**

The position of Secretary remains open and has been rolled for discussion at the next meeting.
 9. **Date and Venue for the next meeting:** 30th of November 2022, Parker Hall at 7.00pm.

Signed

Dated