**PARISH OFFICE UPDATE**

Dear Councillors

In order to accommodate the RBWM budget schedule we are planning on changing the dates of two meetings in November:

* The F&P meeting scheduled for 02 November will now be on 23 November;
* The L&C meeting scheduled for 23 November will now be on 02 November.

L&C committee members are reminded that budget proposals must be submitted to the clerk by Wednesday, 27 October.

You will be pleased to hear that the new play equipment is to be installed in Cheapside park over the coming week. Work will commence on Monday, 25 October, and is scheduled to be finished next weekend. We plan to hold an opening party on Saturday, 06 November, beginning at 2.00pm.

The parish office has been redecorated and rearranged and Jayne and I look forward to moving back in on Monday, 01 November, when we will be joined by our new member of staff, Mrs Maryann Morgan. Maryann will be working with us as Administrative Assistant on Mondays to Thursdays from 9.00am to 1.00pm. Her email address will be: [Maryann.morgan@s-a-pc.com](mailto:Maryann.morgan@s-a-pc.com), but she will also have access to the Enquiries emails. Do pop in and say hello if you are passing.

I will be on leave on Monday and Tuesday, 25and 26 October, and again on Thursday 28 October, so please contact Jayne if there is any urgent business on any of those days.

Helen Goodwin

Clerk to the Parish Council

21 October 2021