

# Councillor Representation Reporting Form

**Councillor: Amanda Frost**

**Body: Fen Park Friends**

**Report Date: 7 August 2019**

<p><b>Meetings attended and dates</b></p>	<p>7 August 2019 – Fen Park Friends – 7pm at Kirkley Centre, London Road South, Lowestoft</p>
<p><b>Key issues discussed at the meeting(s) (relevant to LTC and its constituents)</b></p>	<p>The FPF Chair reported that:</p> <ul style="list-style-type: none"> <li>• All policies and procedures had been written including Health &amp; Safety, Equal Opportunities, Vulnerable Adults etc. They had used the Community Action Suffolk's toolkit for new groups, which is free of charge to use and very comprehensive.</li> <li>• The Environment Agency's report had been read and circulated.</li> <li>• Bank account and signatories sorted out.</li> <li>• Public Liability has been obtained, funded by the Kirkley Peoples Forum with £5 million public cover and £10 million employer &amp; volunteer cover.</li> <li>• 2 events are planned – 1) Teddy Bears Picnic on Monday 2.9.19 between 11.0am and 3.00pm and 2) Christmas Event with tree, choirs, mulled wine &amp; mince pies and Father Christmas, date TBC.</li> <li>• I updated them with the information Mark Speller had provided me with as to obtaining quotes for wind-powered aeration for the pond.</li> </ul>
<p><b>Any actions required by LTC?</b></p>	<ul style="list-style-type: none"> <li>• Kirkley Peoples Forum has once again offered to fund toilets in Fen Park but subject to the asset being transferred to Fen Park Friends. Can we please discuss this with them and either take up the offer or explain exactly why we can't so that it doesn't have to be brought up at every meeting?</li> <li>• Can I pass on a copy of our toilet strategy document to Fen Park Friends?</li> <li>• Do we require a copy of their Public Liability Insurance?</li> </ul>
<p><b>Amanda Frost</b></p>	<p><b>Date: 7 August 2019</b></p>