

Dear Parishioners,

The situation regarding the COVID-19 Coronavirus is constantly evolving and Cold Ash Parish Council has been reviewing how it affects us and how we serve the Parish. As an employer we have a duty of care to our employees, which in our case is the Parish Clerk, Linda Randall. We have decided, with immediate effect, to close the Parish Office to visitors, until further notice. Linda will still work her normal hours and you can contact her by phone, email and by post. We hope you will understand that taking this decision helps us keep the office functioning without duly inconveniencing you, our Parishioners.

If you have any concerns about COVID-19 Coronavirus, the best advice is on the NHS website:

www.nhs.uk/coronavirus

We are continuing to monitor the COVID-19 situation and are seeking advice from West Berkshire Council. I will update you in the future if our meetings or the Annual Parish Meeting are affected. In addition, if things escalate to such an extent that some in our community are forced to stay at home, we will play our part in helping to keep them safe.

Best regards,

**Richard Marsh
Chairman
Cold Ash Parish Council**

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