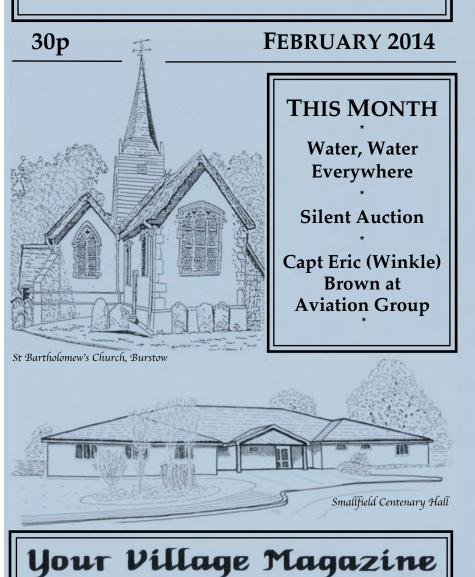
SMALLFIELD and BURSTOW PARISH NEWS



SOME LOCAL SERVICES

Village Website

www.burstowpc.co.uk

Burstow Parish Council

Parish Clerk: Jeannie Crosby

Office: Centenary Hall, Wheelers Lane 841880

email: burstowpc@btconnect.com

Office core hours: 9.30am-12.30pm weekdays during school term

Tandridge District Council (Oxted) 01883 722000

Smallfield Surgery Wheelers Lane 843822
Burstow Primary School Wheelers Lane 842010

PreSchool 07704 604 918

Bus Companies:

 Southdown
 (buses 236,424)
 01342 719619

 Cruisers
 (bus 315)
 01737 770036

 Metrobus
 (buses 526/527)
 01293 449191

District Councillors (Tandridge District Council)

Peter Bond 01342 842443 email: pandcbond@aol.com Alan Jones 01342 842138 email: alanjones@gmx.com Chris Byrne 01342 841567 email: cbyrne321@gmail.com

County Councillor (Surrey County Council)

Michael Sydney 01342 893897

Gatwick Noise Line 0800 393070

Police

- In an emergency dial 999
- \bullet If not an emergency dial $\bf 101$ for Surrey Police
- For local problems contact PC Paul Baker by phoning his direct number **01483 637502**.
- The local police team can also be contacted by email at

PC Paul Baker
PC Bill Kirsch
PC Dave Pearce
PCSO Alex Maybin
PCSO Dan Parsons
PCSO Dan Parsons
Paul.baker@surrey.pnn.police.uk
william.kirsch@surrey.pnn.police.uk
david.pearce@surrey.pnn.police.uk
alex.maybin@surrey.pnn.police.uk
daniel.parsons@surrey.pnn.police.uk

Crime Stoppers 0800 555111

SMALLFIELD and BURSTOW PARISH NEWS

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Please contact Angela Sullivan (above) if you would like *Parish News* delivered to you every month

Your Village Magazine

Tel: 01342 842224

Rev Colin Gale The Rectory 5 The Acorns Smallfield RH6 9QJ

THE RECTOR WRITES...

God is love

I have at least twelve weddings to take across three churches before I retire at the end of October this year.

As I conduct these services my mind will be concentrated on the opening words of the Marriage Service, "God is love, and those who live in love live in God and God lives in them."

Those words are appropriate for this new month of February which marks the celebration of love on St. Valentine's Day. It is said that St. Valentine was imprisoned for taking weddings for soldiers who were forbidden to marry, and for caring for Christians who were persecuted under the Roman Empire. Also, according to tradition, spring officially begins on February 14th (although you wouldn't always know it from the weather!), the date on which birds choose their mates — so look out for plenty of match-making activity in your gardens!

Each year, in Britain alone, we spend over £500 million pounds on cards, chocolates, flowers and other gifts as tokens of love for our 'Valentines'. These gifts may soon be forgotten but the Wedding Service reminds us that marriage itself "is a gift of God in creation through which husband and wife may know the grace of God."



God's love and the love that is spoken of in the wedding service is not 'here today and gone tomorrow' – it is a costly, sacrificial and lasting love which comes from the heart of the Creator who has made us, in his likeness, to enjoy his love for ever. I have the following verse on my study wall, it is written beneath a picture of a dove flying up into the air and it reminds me of the freedom that we can have in God's love. "God showed how much he loved us by sending his one and only Son into the world so that we might have eternal life through him. This is real love - not that we loved God, but that he loved us and sent his Son as a sacrifice to take away our sins."

This month as we remember that 'love is in the air' may we give thanks for the love that touches our hearts and lives.

May God bless you

Rev Colin Gale

CONCERNED ABOUT GATWICK EXPANSION?

If you are concerned about Gatwick Expansion for lack of infrastructure, environmental, mass housing, loss of historic buildings and economic reasons then please visit, Like and Share the gacc.org.uk Facebook page -

https://www.facebook.com/DoYouCareGatwick

Please let residents know of this site or that the Gatwick Area Conservation Campaign, an independent group of local people endeavouring to provide the facts, can be found at www.gacc.org.uk.

Thank you

Sally Pavey

PARISH COUNCIL NEWS

The main word on everyone's lip this year is 'flooding' and the aftermath of the appalling weather we had over Christmas and the New Year holidays. You will be aware that we have held a Public Meeting on the 21st January but for those unable to make that meeting I will do a short recap of what we are hoping to talk about (not had it yet!)

The period of time that we were under water – the worst episode since 1968 - has enabled us to see where the lack of maintenance to drains, ditches and culverts is – the most obvious example being Wheelers Lane where the 18 day flood was caused by a blocked/broken drain which went through to Woodside Crescent! Only about two people knew about this and getting that across to the relevant agencies took an unacceptable time, but we now know that the drain exists! Similarly, at Keepers Corner there are collapsed drains along both sides of the road taking water from the Corner to the stream 200 meters to the north. The residents have known about and complained about this for a long time - but with the drains still being blocked and the large puddle impeding the flow of traffic, it has been brought to our attention. These two examples show what we, as Parish Council, need to know. If you were affected by the flooding, then please could you write it down - where (postcode or grid refs)/when/how deep/which direction the water came/how long it remained with you/ has it just been groundwater or was there soiled water/black water as well/ was it caused by a blocked ditch or drain? If you have any photos or can provide a small drawing that would help as well. If you could bring that data to Jeannie Crosby, our Clerk at her office in the Centenary Hall then this information will be collated and then sent to the relevant authorities so that they can learn from our experience and the identified failures in the infrastructure listed and dealt with. The Parish Council will also keep a copy of everything so that we can chase up the authorities to do repairs and also to enable us to review them annually to make sure that maintenance has been kept up – that the ditches have been cleared and the drains are not blocked. We will have to work with landowners who are responsible for the ditches but, as we have such a good example in front of us, all involved know what an awful situation occurs when this work isn't kept up. We wont stop flooding in Smallfield – it is a flood plain- but working together, when it next happens, the damage won't be as severe as this time. Although the meeting was last month we still need to get this information, which in certain cases only you know about – but it can help us all!

Our Christmas Light Competition winner was Christopher Hall and his partner Vanessa of 19 Woodside Crescent and many thanks to Peter Bond for being our judge. Photo Page 5.

At our Full Council meeting the Council set the precept which is the same as last year but the cost to a band D house has risen by 19p as Tandridge District Council has elected not to pass on the full amount of the grant given by central government. A pity as they had said earlier they would!

Your Annual Parish Meeting will be held on 15th April at 7pm and we hope to have guests to talk about the flooding – and to provide an update on the situation. You are all invited and we would love you to come. We provide refreshments and give you an update on what we as your Parish Council have been doing over the past year and what we are hoping to do in the next! You will be able to meet my fellow Councillors and other parishioners – so for those new to the area – it is a good place to meet people!

Meetings to be held during February

Tuesday 11th 7.00pm Planning Committee

7.15/30pm Finance & Gen Purpose Cttee

Tuesday 25th 7.00pm Planning Committee

7.15/30pm Properties

Happy Valentines Day to you all!!

Liz Cutter

Chair, Burstow Parish Council

BURSTOW CHURCH

Come along to the SILENT AUCTION being held in Smallfield Church Hall on Friday evening, 28th February at 7.30 p.m.

ADMISSION IS FREE Please bring your own refreshments if desired, but tea /coffee will be provided. The evening should end shortly after 9.00 p.m.

Ann Sheppard

19 Woodside Crescent



Photo by Peter Bond

WEDNESDAY CLUB

Our next meeting is on Wednesday 5th February at 2.30pm at the Scout Hut in Redehall Road, Smallfield. We welcome Nicky Tredennick who will be talking about Being a Midwife in the East End. The stall will be for Something Edible, and the competition is a Pretty Scarf. Visitors are always welcome.

Ivy Hollingshead

SMALLFIELD AND DISTRICT AVIATION GROUP

The next Meeting will be at 7pm on Tuesday 4th February in the Centenary Hall. We are privileged to welcome our Honorary President Capt Eric (Winkle) Brown as our speaker with 'Highlights of a Life in Aviation'. Amongst his many awards including the CBE, DSC and AFC he holds the record for the number of carrier landings and is the Guinness World Record holder for the greatest number of aircraft types flown,



487. As a Navy and Farnborough Test Pilot Eric flew almost all the German WW2 aircraft and at the end of the war ferried many of their jet fighters and bombers back to the UK for evaluation. If you only come to the occasional meeting – this is the one to come to. His experiences fill several books; he will be bringing some of them which he will sign. Please come early and if possible car share.

At our January meeting Bill Turnill told us about his training in the RAF starting in 1953 and working up to becoming part of the nuclear deterrent V-force on Vickers Valiant and the Avro Vulcan, including a round-theworld trip in the Vulcan. It was a fascinating and amusing evening.

Visitors are most welcome to just come along to a meeting, admission is £3 for the evening, the 2014 Annual Subscription is £15, (£5 for those under 20) and includes refreshments and Newsletter. The phone number for further information is 01342842594.

John Thorpe

BURSTOW CHURCH 200 CLUB

The December draw was held rather late but number 43 won £73 and number 5 won £365.

Margaret Hobson



As you entered the chemist shop in Smallfield at Christmastime you were met by a wonderful surprise - Olivia dressed up as a reindeer with a red nose. It gave a lot of fun and pleasure to customers.

John Freebody

BURSTOW WOMEN'S INSTITUTE

The meeting on 14th January proved to be the perfect antidote to the recent wet and windy weather we've all endured. After a quick exchange of "flood stories", we settled down to listen to Mr. Derrick Fulford giving a most interesting talk, entitled "A Day in the Life of a JP". After a brief explanation of the origins of this highly respected occupation, he went on to entertain us with many amusing anecdotes from his time on the Bench, afterwards answering questions from the audience.



This was followed by a New Year Buffet Tea, prepared with their usual flair by the Committee, which everyone thoroughly enjoyed. The competition for "Something White" attracted a good number of entries and the winner was Joan Lamb, with her tiny white teapot.

The next meeting is on 11th February, when the speaker will talk to us about "Easy Herb Growing". The competition will be for "a small garden ornament". On 21st February there will be a meeting of the Book Club at a member's house.

Prospective members are always welcome, so please come along to one of our meetings to find out whether we're your "cup of tea". Meetings are held on the second Tuesday of each month, starting at 2pm in St. Bartholomew's Church Hall, Redehall Road, Smallfield. For further information, please ring Sue on 01342 842087.

Yvonne Medcalf

FORGET- ME - NOTS (formerly known as Tueday Club)

A huge thank you from us for the kind donations received on behalf of the Smith's Charity and the Smallfield Bingo Club.

Carol Gibson

SMALLFIELD STROKE CLUB

Our next meeting will be on Wednesday 26th February from 10am to 12 midday at the Church Hall in Redehall Road. Please ring Ann on 01342 843324 if you are coming for the first time as some weeks we go out visiting.

John and Ann Slade

FLOOD PHOTOS

Many parts of the village were flooded in December and January. Most severely affected were those whose homes were inundated, some had to find alternative accomodation. Gardens, roads and fields were submerged The photo below was taken in Smallfield Road.

More overleaf.

Photo by Martin Holland



MORE FLOOD PHOTOS



Photos by Marion Miller

These photos were taken in the middle part of Wheelers Lane where the road and pavements were submerged from Christmas Eve to 9th January, and again from 17th January until 19th.





14



Burstov Scouts

1st

enjoyed an evening Scuba diving at Hazelwood School swimming pool in Oxted. They were given instruction on how to perform in safety when using the equipment provided. Everyone enjoyed having the opportunity to swim under water. On behalf of 1st Burstow Scout Troop our thanks to instructor Simon Gray, SMG Scuba and Hazelwood School for the use of the pool and providing an exciting evening which the Scouts will never forget.

John Freebody

16 President 1st Burstow



SMALLFIELD SURGERY NEWSLETTER EXTRACTS January 2014

The storms and heavy rains have been a fitting end to what has been a difficult year for the NHS. It has not always been easy to manage the constant change, but we are proud that the surgery team has worked so hard to manage all the challenges and provide the best possible care for our patients.

The practice has continued to grow steadily in the last 12 months and we know that there is a lot more to do in 2014. We always provide access on the day, but we continue to try and improve availability of our routine appointments. With Dr Kandi starting this month, we will have more doctor time and we will (hopefully) recruit a new practice nurse in the spring.

Best wishes for the New Year, Michael Bosch

Staffing news

We would like to welcome Carole Wells and Dr Jyothsna Kandi as new members of the team. Both are well known to many of you, as Carol has previously worked in our local community nursing team and Dr Kandi completed her GP training in the practice this summer (and she has done some locum sessions in 2013).

We are trying again to recruit an additional experienced practice nurse and have put out adverts. If you know anyone who is interested in this post, please let Ann know.

Patient Participation News

Smalifield and Birchwood Surgeries' Patient Participation Groups held a well-attended evening meeting on the 20th November in Horley, to discuss some of the local and national proposals on how the NHS should change ("The NHS belongs to the people: a call to action"). Speakers included representatives from the local Clinical Commissioning Group (East Surrey CCG) as well ?s Dr Vijaykurnar from Birchwood and Dr Bosch from Smallfield Surgery.

The two PPGs will hold another joint event on 16th April 2014 This event will focus on Exercise, its benefits and how more people could be enabled to do it more regularly locally.

Our list of those who have signed up to receive communications about the PPG is growing and if you are interested in receiving more information, please contact Tracey at the surgery or e-mail smallfield@nhs. net.

Surgery carpark swimming pool



Photo by Ann Anderson

Our picture shows how one enterprising patient attended the Surgery during the recent period of heavy rainfall. Luckily the Surgery is raised somewhat above the carpark level, and most of the water stayed there.

At the time of writing in early January, the carpark still has an appreciable quantity of water in it, but access to the Surgery on foot is possible from the pavement without donning flippers!

Picture (c) Ann Anderson.

Email addresses

The surgery already has email details for many patients, but would like to extend this for as many as possible. One bonus is that you will receive the full colouir version of the Newsletter instead of the monochrome printed copies available in the surgery and some of the village shops.

Please e-mail Smallfield@nhs.net, or 1eave your e-mail details with the surgery receptionist.

Edited by Richard Drinkwater
Member PPG

CAMEO

A strong wind blew those of us who had survived the recent floods and festivities to Smallfield Church Hall, which had survived during the bad weather. We were delighted to find that Roger Hind was there to play music for us to enjoy, answer questions about what he played and the different ways variations were composed and hear about who wrote what, when we could not provide the answers. Even if you did not know a C sharp from a D minor it was easy to understand. We also learned a bit about royalties and the song which had earned the most ever. I leave it for you to guess the answer. The afternoon fled by. Fortunately tea and coffee were served before and after the entertainment otherwise it would have been forgotten and cooled.

Do come along and join us on the first Friday of the month at 2 pm.

Margaret Hobson

THANK YOU - You did a really good job

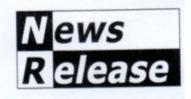
I have to say, our clients are really very generous in their appreciation. We are never short of testimonials for our website and everyone is more than willing to say how well we did, how much better they feel etc. So this got me thinking - when was the last time 1 said THANK YOU to someone for what they had done for me? in fact, just how much do I take people for granted in my day to day life? You have a think about it now? Did you say thanks to your spouse today? I am pretty sure they did at least one thing today that deserved a THANK YOU! What about your Mum? Mums are always doing things for us but when was the last time you acknowledged this? We all lead increasingly fast paced, pressured lives but just for a few moments STOP! Stop and just think about all the people that deserve a nice big fat THANK YOU! Now all you need to do is make sure you deliver it:-)

And THANK YOU to you for taking the time to read this. let me know if it made a difference to your day.

Amanda Lund-Batchelor

ANANDA HEALING HOLISTIC THERAPIES, NAILS & BEAUTY 01342 842098





Young worker scheme launched

Tandridge District Council is launching a Young Worker Scheme to provide young people aged between 18 and 24 with a minimum of six months paid work experience. Aimed at those who are unemployed and living in the district, the placements will give young people the essential training, skills and experience they need to help them gain employment.

Tandridge is working with Jobcentre Plus, which will advertise the Council's placements and be the main contact for enquiries. Anyone who wants to apply for a placement or who would like more details should contact Nicki Weetman at Jobcentre Plus on 01737 755888, e-mail nicki.weetman@dwp.gsi.gov.uk, or Frances Summerfield at Jobcentre Plus on 01737 755882, e-mail frances.summerfield@dwp.gsi.gov.uk.

Over the last year Tandridge has run a successful apprenticeship programme aimed at young people, but is replacing this with a young worker scheme to increase the number of work experience opportunities available to young people in the district. Paige Barlow, one of the apprentices, commenting on the new scheme said: "Before joining Tandridge I applied for lots of jobs, but wasn't successful because employers said I didn't have any experience. Working at Tandridge has given me the experience to help me find permanent employment."

The scheme was unanimously approved and supported by councillors at the Resources Committee, which is keen to promote the benefits of the scheme and encourage other local employers to try something similar.

Chairman of the Resources Committee, Councillor Martin Fisher, said: "We're fortunate to have some great young people working for us and this has encouraged us to expand the opportunities we currently offer, through the introduction of a young worker scheme. Young people add a fresh outlook and energy to the Council, as well as make a great contribution in providing services to our residents."

Sheds scheme

On Tuesday 4 February at 1.30pm, the Men in Sheds Project at the Douglas Brunton Centre, Caterham will be launched by the Chairman of the Council, Councillor Beverley Connolly.

Men in Sheds aims to bring together older men looking for companionship and a hobby. It's about friendship, fun and getting out of the house.

A special wooden workshop has been built in the grounds of the Centre. Volunteers have been busy setting up the project, fitting out the workshop and gathering donations of equipment and materials. The workshop is for men to use to socialise and carry out DIY activities, such as making garden containers, coffee tables, bird tables and boxes and other small items.

The centre is looking for more volunteers who have an interest in or experience of sourcing tools, woodwork, design, marketing, fundraising, or who could supervise sessions. If you are interested in helping out, or just want to find out more call Stella Banks on 01883 347230, e-mail dbc@tandridge.gov.uk, or call Paul Gregory on 01883 347381.

Councillor Simon Ainsworth, Chairman of the Housing Committee, said: "We hope this new initiative will encourage local men to meet up and make new friends. Similar Men in Sheds projects in other parts of the country have been hugely successful in bringing men together in a relaxing, social environment and has made a positive impact on their health and wellbeing."

Tandridge District Council would like to thank the Caterham Rotary Club and Caterham Harestone Rotary Ladies for their donations which have helped buy tools.

SMALLFIELD CLUB & READING ROOM NEW ROAD, SMALLFIELD

Forthcoming Events

15th February - Valentine's Disco with Mirage providing the music. Members Free, Guests £2

8th March - Live Band - Mainly Madness. Members Free, Guests £10. Entrance All Ticket, obtained in advance, for Members and Guests.

We would like to remind Members that Subs are now overdue and thank you for supporting the Club over the last year.

The Committee

FROM BURSTOW CHURCH REGISTERS

Funerals

17th January James (Jim) Carter (87)

Rev Colin Gale

ST MARY'S CHURCH, HORNE

Regular Sunday Services are held at St. Mary's Church, Church Road, Horne:

1st Sunday: 8am & 11am

2nd, 3rd and 4th Sundays: 10am

5th Sunday: Joint Service – venue to be announced

Rev Colin Gale

SMALLFIELD EVANGELICAL CHURCH

"May your unfailing love rest upon us, O Lord, even as we put our hope in you"

Sunday Services:

- · Morning at 11:00 am and Sunday School
- · Evening at 6:30 pm

Bible Study and Prayer meeting:

- Wednesday 5th February at 10:00 am Prayer meeting
- Every Wednesday at 7:30 pm looking at Revelations (except 5th February)

Church: Rosemary Foster Jean Totten Leslie Totten Leaders 01342 843630 01342 844795 01342 844795

PARISH CHURCH OF ST BARTHOLOMEW

Website: www.stbartholomewsburstow.org.uk

(where no telephone code is given, it is 01342)

Rector:	Rev. Colin Gale, 5 The Acorns, Smallfield	842224		
	(Day off: Monday)			
Churchwardens:	Kay Hammond	841916		
	Ann Sheppard	842386		
Southwark Pastoral Auxiliary:				
	Jane Armstrong	712900		
Organist and Choirmaster:				

Organist and Choirmaster:

Roger Hind
O1293 771817

PCC Secretary: Caroline Clancey
Sunday Club: Jill Gale (temporary)
Brunch Bunch: Jill Gale
842224

Parish Safeguarding Officers:

Val Butt

 Val Butt
 842580

 Mary Chapman
 01293 794323

Church Hall (Smallfield) & Flamsteed Hall (Burstow):

Bookings/Enquiries: Caroline Clancey 07795 346675

MONTHLY CALENDAR OF SERVICES

Unless otherwise stated in the service schedule for the current month, services are

1st Thursday	10.00am	Holy Communion	Smallfield Church Hall
1st Sunday	10.00am	Holy Communion	St Bartholomew's Church
2nd Sunday	10.00am	Morning Worship	St Bartholomew's Church
	6.00pm	Holy Communion	Smallfield Church Hall
3rd Sunday	10.00am	Holy Communion	St Bartholomew's Church
4th Sunday	9.00am	Holy Communion	Smallfield Church Hall
	4.00pm	Messy Church	Smallfield Church Hall
5th Sunday	8.00am	Holy Communion (BCP)	St Bartholomew's Church
	10.00am	Joint Service	Venue as announced

Everyone is very welcome at our services

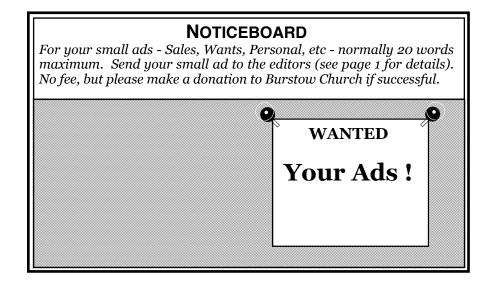
St Bartholomew's Church is in Church Road, Burstow **Smallfield Church Hall** is opposite The Parade in Redehall Road

SUNDAY CLUB (for 3 to 10 year olds)

meets in the Flamsteed Hall, opposite the church, on Sundays (except the last in the month) at 10.00am (term time only)

BRUNCH BUNCH (for 11 to 15 year olds)

meets regularly at The Rectory on Sunday mornings



DATES FOR YOUR DIARY

February

4	Tuesday	7.00pm	Aviation Group: Eric Brown	see page 6
5	Wednesday	2.30pm	Wednesday Club: Being a Midwife	see page 5
7	Friday	2.00pm	CAMEO Group	see page 20
11	Tuesday	7.00pm	Parish Council: Planning Comm.	see page 4
11	Tuesday	7.15/30p	om Parish Council F&GP Comm.	see page 4
11	Tuesday	2.00pm	WI : Easy Herb Growing	see page 10
15	Saturday		Copy date for Parish News	
15	Saturday		Smallfield Club Valentine's Disco	see page 24
25	Tuesday	7.00pm	Parish Council: Planning Comm.	see page 4
25	Tuesday	7.15/30p	om Parish Council:Properties Com	m.see page 4
26	Wednesday	10.00am	Stroke Club	see page 13
28	Friday	7.30pm	Burstow Church Silent Auction	see page 4

March

Smallfield Club Mainly Madness see page 24

BURSTOW CHURCH CALENDAR

Venues: BC: St Bartholomew's Church, Church Road, Burstow

SCH: Church Hall, Redehall Road, Smallfield

NB: Coffee is served in the John Flamsteed Hall (opposite the Church) following the service - *please join us*.

February

2	Sunday	Presentation of Christ	
		10.00am Holy Communion	BC



6	Thursday	10.00am	Holy Communion*	SCH

9 Sunday 4th Sunday before Lent 10.00am **Morning Worship** BC



6.00pm Holy Communion*	SCH
ard Sundau before Lent	

6 Sunday 3rd Sunday before Lent 10.00am **Holy Communion** BC



23 Sunday 2nd Sunday before Lent
9.00am Holy Communion* SCH
4.00pm Messy Church* SCH



A time of crafts, songs and fun activities for all the family, followed by tea together. All ages welcome – 4th Sundays in Smallfield Church Hall

Please note: * Services marked with an asterisk take place at Smallfield Church Hall in Redehall Road

WE WANT TO HEAR FROM YOU!

We would like to see more people contributing to *Parish News*. Perhaps you are a fairly new reader ... saw *Parish News* for the first time since it went on the web last year. Is there something that you like/dislike about the local area/village? Is there something you think it lacks? Have you an interesting story or hobby? Have you seen an unusual bird/animal/plant? *PN* would like to have your views and news.

DO THE VILLAGE GROUPS YOU HAVE JOINED GET IN *PARISH NEWS*?

If not, they would be doing themselves and the village a favour by doing so! Now that *Parish News* is on the web as well as in printed form, it is even more readily available. If your Group does not already have a magazine correspondent, consider getting one of its members to take on this position.

Parish News is happy to accept contributions in a variety of ways - handwritten or typed and delivered/sent either to the editors' address or sent by e-mail (see page 1 for details).

All the articles in the magazine will be on the web version, so details of coming events, accounts of your activities, appeals for members, etc can all reach a wide audience in the village.

HINTS FOR CONTRIBUTORS

When you are giving information about coming events, remember to make sure you include all these details:

Day of the week, Date, Time, Place
If your Group has a regular meeting schedule (for example, second Thursday of each month) by all means say so, but remember to give the actual date as well. Avoid writing "At next month's meeting..." (it may be next month when you write it but it won't be when readers see it), but rather write, for example, "At our April meeting...".