

	NOVEMBER 2023	CLERKS REPORT/ACTION POINTS		
		Priority ACTIONS shown in GREEN		
Action		Action	DEADLINE	Status
1.	GENERAL Repairs Complaints/issues Accounts Staff Training ICCM/CHALC/SLCC Community Liaison	Website Management Correspondence Meetings Agendas/Minutes Cemetery Responsibility Grounds Management	DAILY	ONGOING
2.	CEMETERY SERVICES	Management of funerals and burial services	DAILY	ONGOING
3.	LEGAL ADVICE/BFC Seema McWilliams, Butcher & Barlow	<ul style="list-style-type: none"> BFC surrender of existing lease Research land registry Amend land registry entry Facilitate new lease BFC need legal for HMRC/Land Registry/surrender of 2002 lease Amend page 1 of new lease to include land registry as prescribed 	23 October 23	ON HOLD
4.	STAFF INDUCTION	<ul style="list-style-type: none"> INDUCTION; Asst Clerk 	31ST March 2024	In progress
5.	PCSO ADDITIONAL INFO.	Rogue traders targeted a vulnerable adult on Townfield Lane Barnton recently - offering guttering work . Also residents voice was conducted on Stones Manor Lane Barnton		
6.	ALLOTMENT REVIEW Council lease the land to the assoc Assoc set up committee, constitution, bank account, insurance etc.. https://www.legislation.gov.uk/id/ukpga/2014/14	<ul style="list-style-type: none"> Research allotment associations Join National Allotment Society Meeting with x Cuddington & Sandiway Allotments Association Limited Research Co-operative and Community Benefit Societies Act 2014 https://www.legislation.gov.uk/id/ukpga/2014/14 Arrange Allotment Society presentation 	ASAP	In Progress February 2024
7.	NRRG SELF-CLOSING GATES	NTC	24 month warranty on new gates Re- quote Oct 23	ON ORDER £1326.00 Per gate fitted

8.	BARNTON SCOUTS/NRRG	Carry out historic research before bringing back to FCM	FEBRUARY 2024	PENDING
9.	GRANGE AVENUE BENCH/STEPHEN BENTLEY/CW&C 838.80	Installation of bench <ul style="list-style-type: none"> • APPLY FOR CW&C LICENCE • OBTAIN QUOTE • Ref; tricia forde • Sales@m-r-m.co.uk £699.00 fitted +vat • APPLY FOR MEMBERS BUDGET ASSISTANCE • public consultation notice displayed 21Aug – 18 September • Licence obtained/signed • Bench on order 	AUTUMN 23	ON ORDER 31/07 02/08 21/08 23/10 24/10
10.	TREE REPORT	Arrange tree report on all council owned trees	SPRING 24	PENDING
11	Install plinths Install vaults	X1 CR plinth X1 vault plinth	ASAP	ON ORDER
12	Basket Swing Damage	Repair not possible therefore replace	£1000 quote for renewal	ON ORDER
13	PLAY EQUIP/SPRING SEAT 25/09/23	Damage to spring apparatus	ASAP	AWAITING QUOTE
14	JUBILEE CORNER 18/09/23	Vehicular Damage to notice boards and bollards – Reported to Cheshire Police/Zurich Insurance	ASAP	INSURANCE CLAIM RECEIVED
15	24/25 BUDGET/FINANCE COMMITTEE MEETING	Preparation of budget/precept request for the next financial year for ratification January 2024 Awaiting Tax base figure	20 th December 2023	In progress
16	Gutter Repairs/McCombie construction	Awaiting repairs to faulty gutters at rear of the building	ASAP	Pending