

	JULY 2024	CLERKS REPORT/ACTION POINTS		
	Action	Action	DEADLINE	Status
1.	GENERAL Repairs Complaints/issues Accounts Staff Training ICCM/CHALC/SLCC Community Liaison Warm Hub	Website Management Correspondence Meetings Agendas/Minutes Cemetery Management Allotments Grounds Management	DAILY	ONGOING
2.	CEMETERY SERVICES	Management of funerals and burial services	DAILY	ONGOING
3.	TREE REPORT	Procure tree report on all council owned trees	Summer 24	PENDING
4.	Install Grave plinths Install vaults	X1 CR plinth Quotes; Guy Nixon (20 flags) B K Elson (20 flags) Granart £110 per flag (20 flags) X1 vault plinth The cost of the Vaults are £577.00 in batches of 10. £565.00 in batches of 20 Flags are £26.00 each inc installation Please note these prices are valid until 31/03/2024	ASAP 5200 6000 2200	COMPLETE Awaiting contractor X10 installed 13/03 X10 on order
5.	VILLAGE NEWSLETTER	Next edition due for delivery end March 2025	January 2025	In progress
6.	NRRG – remove graffiti, replace flat swing chain RRRG – remove infant swing	Damage to play equipment	ASAP	AWAITING QUOTE
7.	JUBILEE CORNER Order of works;- <ul style="list-style-type: none"> • N. Board April 2024 • CW&C licence April 2024 • Planning May 2024 • Surfacing May 2024 delayed • Uplight wires June 2024 • Memorial August 2024 • Uplight lamps August 2024 • Railings September 2024 	Under review for improvements made affordable from 23/24 budget by savings made in other budget headings in 2023/24 <ul style="list-style-type: none"> • Cheshire Noticeboard Co. • Steven.Bentley@cheshirewest.gov.uk • furniture licence • Planning approved • Cheshire Driveways • KDE • Granart • KDE • JACS 		URGENT Complete Appl submitted Approved Delayed Delayed ON ORDER ON ORDER ON ORDER
8.	GROUNDNS INSPECTION	Contractor review of all areas	August 2024	ON ORDER
9.	Internal/External Audit	Internal Audit AGAR/external audit	31 st June 2024 31 st July 2024	Complete Submitted
10.	Winnington Bridge Winnington Bridge Winnington Solar Farm	Obtain latest Engineers report Report and Request feasibility study Objections	ASAP	Awaiting Response
11.	Cemetery	Review of procedures Investigate possible subsidence	ASAP URGENT	URGENT ONGOING
12.	Cemetery Training	Deputy Clerk Training	ASAP	In progress