

	SEPTEMBER 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 Compliance with all statutory regulations and UK governance.	DAILY	ONGOING
2.	CEMETERY SERVICES	Management of funerals and burial services Compliance with all statutory regulations and industry codes of practice.	DAILY	ONGOING
3.	TREE REPORT	Procure tree report on all council owned trees	Summer 24	PENDING
4.	VILLAGE NEWSLETTER	Produce Next edition due for delivery end March 2025 Ask for inclusions	January 2025	In progress
5.	NRRG – remove graffiti, replace flat swing chain RRRG – remove infant swing RRRG – DAMAGE TO LARGE BAR	Damage to play equipment Use of heras fencing	ASAP	AWAITING QUOTE AWAITING QUOTE
7.	JUBILEE CORNER Order of works;- 1. N. Board April 2024 2. CW&C licence Due Oct 24 3. Planning April 2024 4. Memorial Due Jan/Feb 25 5. Surfacing delayed 6. Uplight wires delayed 7. Uplight lamps delayed 8. Railings delayed	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 ON ORDER ON ORDER ON ORDER ON ORDER
8.	RAILINGS Surfacing Nboard Memorial Roll of Hon insurance cost estimate	GROUNDNS INSPECTION Contractor review of all areas	August 2024	ON ORDER
9.	Internal/External Audit	Internal Audit AGAR/external audit Interim Audit	31 st June 2024 31 st July 2024 December 2024	Complete Complete In progress
10	Cemetery Training	Deputy Clerk Training	ASAP	In progress
11	Investigate solar power for office	MISC QUOTES	ASAP	In progress
12	Investigate Cemetery software	EPITAPH TECHNOLOGIES PEAR TECHNOLOGY	ASAP	In progress
13	Website and email	Move to government spec via Rabbit digital	ASAP	In progress