

JANUARY 2025		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.	Burst Pipe Cemetery January 2025	Procure repairs	asap	In progress
4.	TREE REPORT	Procure tree report on all council owned trees	Spring 2025	Now due
5.	VILLAGE NEWSLETTER	Produce Next edition due for delivery end March 2025 Ask for inclusions	January 2025	In progress
6.	JUBILEE CORNER Order of works;- 1. N. Board April 2024 2. CW&C licence Due Oct 24 3. Planning April 2024 4. Memorial Due APRIL 2025 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
7.	GROUNDS INSPECTION	Contractor review of all areas	Due Spring 2025	
8.	Internal/External Audit	Internal Audit AGAR/external audit	Due 31 st March2025 Duw 31 st July 2025	ON ORDER
9	Cemetery Training Cemetery Software Training EPITAPH TECHNOLOGIES PEAR TECHNOLOGY	Deputy Clerk Clerk/ Deputy Clerk	ASAP	In progress In progress
10	Finance Software Training	Clerk/ Deputy Clerk	ASAP	Due Feb 2025
11	New website and email Training	Clerk/ Deputy Clerk	ASAP	ON ORDER
12	Investigate solar power for office	MISC QUOTES	ASAP	In progress
13	Website and email transfer	Move to government spec via Rabbit digital	ASAP	In progress
14	Grants Scheme	Opens October 2024 – closes 31 March 2025		In progress