

## Clerks Report

Date of Council meeting	Minute Ref: Reason	Action Owner	Request	Log	Current Status - RAG 0-3 mths <b>Green</b> 3-6 mths <b>Amber</b> Over 6 mths <b>Red</b> Over 1 year <b>Purple</b>	Time Taken Months
18/07/2023	057/23	Councillors	Parish Notice Boards	<p><b>040724:</b> Chaser email sent</p> <p><b>031024:</b> Works have commenced on premises - Further chaser email sent</p> <p><b>171024:</b> Pullen Associates have responded stating they are reviewing options</p>	Ongoing	
18/06/2024	036/24	Clerk	HALC Membership	<p><b>131124:</b> Further chaser sent via website</p> <p><b>091224:</b> Further chaser email sent and website enquiry submitted on 121224</p> <p><b>171224:</b> Spoke to NALC who are now progressing the query</p>	Ongoing	
15/10/2024	087/24	Clerk	Business Continuity	<p><b>Recommendation:</b> That the Clerk adds a guide for the administration process of the Council to the Security Information held by the Chair in accordance with Financial Regulation 2.7</p> <p><b>171224:</b> Clerks guide commenced</p>	Ongoing	
19/11/2024	105/24	Clerk	Electricity Supply	<p><b>RESOLVED:</b> That due to the low consumption of energy used the electric supply is removed and disconnected.</p> <p><b>201124:</b> Application submitted to disconnect electric. Advised it will be 6-8 weeks</p>	Ongoing	
19/11/2024	106/24	Clerk	Purchase allotment machinery	<p><b>RESOLVED:</b> That expert advice is obtained and suitable commercial machinery, with warranty, together with safety equipment is purchased up to the value of £2500 excluding VAT.</p> <p><b>091224:</b> Meeting to be held with supplier to ensure appropriate machinery is purchased. Potential supplier has made several suggestions which will be progressed by Clerk</p>	Ongoing	
19/11/2024	107/24	Clerk	Allotment Hedge cut	<p><b>RESOLVED:</b> That Quote B - HW Tree Works cuts both sides of the hedge and remove self-set saplings at St Catherines Road Allotment at a cost of £2450.00 plus VAT</p> <p><b>061224:</b> To commence works 10/12/24</p> <p><b>101224:</b> Postponed as ground is too wet to work.</p>	Ongoing	