

## 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	<b>040724:</b> Chaser email sent <b>031024:</b> Works have commenced on premises - Further chaser email sent <b>171024:</b> Pullen Associates have responded stating they are reviewing options	Ongoing	
18/06/2024	036/24	Clerk	HALC Membership	<b>131124:</b> Further chaser sent via website <b>091224:</b> Further chaser email sent and website enquiry submitted on 121224 <b>171224:</b> Spoke to NALC who are now progressing the query	Ongoing	
15/10/2024	087/24	Clerk	Business Continuity	<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 <b>171224:</b> Clerks guide commenced	Ongoing	
19/11/2024	105/24	Clerk	Electricity Supply	<b>RESOLVED:</b> That due to the low consumption of energy used the electric supply is removed and disconnected. <b>201124:</b> Application submitted to disconnect electric. Advised it will be 6-8 weeks <b>080125:</b> Electric supply disconnected final reading taken	Completed	
19/11/2024	106/24	Clerk	Purchase allotment machinery	<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. <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	Ongoing	
19/11/2024	107/24	Clerk	Allotment Hedge cut	<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 <b>061224:</b> To commence works 10/12/24 <b>101224:</b> Postponed as ground is too wet to work.	Ongoing	
19/12/2024	118/24	Clerk	Bus Route 61	<b>Recommendation:</b> The Clerk liaise with neighbouring Clerks regarding Bus route 61. <b>090125:</b> Following liaison with clerks from parishes along Route 61 all awaiting an update from HCC Cllr Bowerman.	Ongoing	

19/12/2024	121/24		Uneven Paving outside Church	<b>071224:</b> Councillors Surgery raised the issue of the uneven paving opposite the Church. It has been reported several times to councils. <b>090125:</b> There are several owners to land, to identity which owner/s are responsible for broken slabs.	Ongoing	