

**CLERK'S REPORT – to 11<sup>th</sup> July 2025**

<b>Agenda Item</b>	<b>Action Required</b>	<b>By Whom</b>	<b>Progress</b>	<b>Date Closed</b>
V23/23	Put together list of instructions for hirers on how to use electronic equipment in the hall, to be sent out with hire confirmations and laminated for display in the cupboard at the hall	VH Booking Manager	In progress	
23/130 (b)	Research locations for dog signs and ask for up to date quote	Clerk	On hold - pending taking on ownership of the Village Green	
24/062 (a)	Update the GHPC website with new images and layout	Clerk		
V24/25 (a)	Set up Facebook page for Village Hall	VH Booking Manager	In progress - taking photographs to add to the page	
V24/28 (c)	Investigate options for improving car park lighting at VH	CLlr B-L		
24/114 (c)	Purchase new mobile phone for Booking Manager	Clerk		
25/009 (d)	Arrange first meeting for the Neighbourhood Plan Working Group	Clerk	Awaiting response from members	
J25/04	Investigate what current insurance policy covers with regard to ownership of the Jubilee Green	Clerk/JG Committee	Awaiting response from Zurich - chased	
J25/04	Consider hire agreements, terms and conditions and other policies required for ownership of the Jubilee Green	JG Committee		
J25/05	Review and discuss maintenance quotes for Jubilee Green	JG Committee		
J25/06 (a)	Investigate legal requirements for maintenance and ownership of play area, including inspections and policies required	Clerk/JG Committee		
V25/05 (c)	Investigate options for new heavy duty floor cleaning machine for next VH Committee meeting	CLlr B-L		
V25/06 (c)	Retrieve quotes to change VH electricity supply to three-phase, and bring quotes to next VH meeting for a decision	CLlr B-L		
V25/06 (d)	Invite resident with expertise in green energy to next VH meeting	Clerk		
V25/06 (e)	Fix issues with microphone and sound system, or seek quotes to have the system replaced	CLlr B-L		
25/024	Advise MP Bernard Jenkin of National Grid's proposal to remove all traffic calming measures on A134	CLlr Sudbery		
25/029 (f)	Arrange for removal of noticeboard on Blackbrook Road	Clerk		

25/029 (f)	Obtain quotes for new noticeboard near the Half Butt	Clerk		
24/084	Co-opted Cllr to sign Declaration of Acceptance	Cllr W-C	Complete	17/06/2025
25/025	Advertise period for the exercise of public rights and send off external audit documents	Clerk	Complete	18/06/2025
25/029 (e)	Engage Tamasin Curtis to act as Legal Representative during transfer of Jubilee Green	Clerk	Complete	24/06/2025
25/026 (c)	Move £25,000 from CCLA Deposit Fund to Unity Trust Bank account	Clerk	Complete	24/06/2025
25/027 (d) (i)	Release £642 from neighbourhood planning reserves to the current year budget	Clerk	Complete	28/06/2025
25/029 (d)	Set up Jubilee Green Ear-Marked Reserves and move £10,000 to it from general reserves	Clerk	Complete	28/06/2025
25/024	Receive update on speed limit change along A134	Clerk	Complete	01/07/2025
25/028 (c)	Purchase three stainless-steel dog water bowls	Clerk	Complete	02/07/2025
25/027 (f)	Find out who to contact regarding public EV bikes	Clerk	Complete	02/07/2025