

CLERK'S REPORT – to 11th September 2025

Agenda Item	Action Required	By Whom	Progress	Date Closed
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 decision on Coach Rd development	
J25/04	Consider hire agreements, terms and conditions and other policies required for ownership of the 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		
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		
25/039 (d) (iv)	Bring wording of amendments to Finance Committee meeting	Clerk		
25/040 (c)	Request update from Cllr Barber regarding A134 water	Clerk		
25/042 (a)	Seek grants to replace noticeboard near Half Butt	Clerk		
J25/12	Add creation of short/medium/long term plan for Jubilee Green to next committee agenda	Clerk		

J25/13	JG Committee to agree options for replacing climbing frame	JG Committee		
J25/14	Contact CCC to see if they have information required for insurance details	ClIr Jarvis		
25/024	Advise MP Bernard Jenkin of National Grid's proposal to remove all traffic calming measures on A134	Clerk	Complete	15/07/2025
F25/05 (b)	Add Account Code 4260 for Room Hire expenditure	Clerk	Complete	15/07/2025
F25/05 (c)	Carry out a virement of £2,000 from 4320 to 4330 in the accounts	Clerk	Complete	15/07/2025
25/040 (a)	Support Planning Application 251193	Clerk	Complete	17/07/2025
25/042 (a)	Ask if the Half Butt would be happy to hold keys for noticeboard	ClIr Jarvis	Complete	17/07/2025
25/040 (a)	Object to Planning Application 251274	Clerk	Complete	17/07/2025
F25/06	Implement spot checks of bank reconciliation each quarter	Clerk	Complete	18/07/2025
25/042 (b)	Find out how many traffic cones the Council owns	Clerk	Complete - 138 cones	18/07/2025
25/040 (c)	Write to ClIr Cunningham regarding A134 speed limit	Clerk	Complete	22/07/2025
J25/04	Investigate what current insurance policy covers with regard to ownership of the Jubilee Green	Clerk/JG Committee	Complete	31/07/2025
J25/05	Review and discuss maintenance quotes for Jubilee Green	JG Committee	Complete	31/07/2025
J25/12	Accept maintenance quote from Corporate Grounds Maintenance and add hedge cut to the contract	ClIr Tempest	Complete	01/08/2025
25/039 (d) (i)	Amend Financial Regs 5.6	Clerk	Complete	12/08/2025
25/039 (d) (ii)	Amend Scheme of Delegation	Clerk	Complete	12/08/2025
25/039 (d) (iii)	Amend Financial Regs 5.18	Clerk	Complete	12/08/2025
25/039 (d) (iv)	Amend Financial Regs 5.18 and Scheme of Delegation (m)	Clerk	Complete	12/08/2025
V25/06 (e)	Fix issues with microphone and sound system, or seek quotes to have the system replaced	ClIr B-L	Complete	03/09/2025
25/050	Respond to the reserved matters planning application and submitted drawings for the proposed Scout Hut	ClIr Arnold	Complete	08/09/2025
F25/07	Advertise the Grants Procedure for the next financial year	Clerk	Complete	10/09/2025
n/a	Display notice of conclusion of audit	Clerk	Complete	10/09/2025