

CLERK'S REPORT – to 12th March 2026

Agenda Item	Action Required	By Whom	Progress	Date Closed
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		
25/009 (d)	Arrange first meeting for the Neighbourhood Plan Working Grp	Clerk		
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	ClIr B-L		
V25/06 (c)	Retrieve quotes to change VH electricity supply to three-phase, and bring quotes to next VH meeting	ClIr B-L		
V25/06 (d)	Invite resident with expertise in green energy to next VH meet	Clerk		
V25/16 (c)	Seek additional quotes for Village Hall quarterly deep cleans	Clerk		
P25/15	Look to refresh housing needs survey	NP WG		
25/108 (e)	Research poss options for additional bank account/debit card	Clerk	In progress	
25/113 (a)	Make changes to Regular Hirer T&C's for puppy training classes	Clerk		
V23/23	Put together list of instructions for hirers on how to use electronic equipment in the hall	ClIr Arnold	Complete	20/01/2026
25/109 (d)	Notify CCC of the precept amount for 2026/27	Clerk	Complete	21/01/2026
25/111 (c)	Notify CCC of S106 project list	Clerk	Complete	21/01/2026
25/112 (b)	Notify Essex Police the Council would like to join the CSC Scheme and start to advertise for a SC	Clerk	Complete	21/01/2026
25/111 (d)	Provide additional response to Examining Authority (pylons)	Clerk	Complete	21/01/2026
25/114 (a)	Send letter to CCC agreeing to enter into a deed with FiT	Clerk	Complete	21/01/2026
25/109 (c)	Update Final Budget	Clerk	Complete	21/01/2026
24/114 (c)	Purchase new mobile phone for Booking Manager	Clerk	No longer required - Clerk does bookings	02/02/2026
V25/18	Update medium/long-term plans for Village Hall	Clerk	Complete	03/02/2026
25/107	Write up new job description/duties schedule for Clerk & Assistant Clerk	Clerk	Complete	03/02/2026