

CLERK'S REPORT – to 10th October 2024

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	Clerk		
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	
23/143 (e)	Ask owner of the land where the electricity supply pole is situated near the Blackbrook Road roundabout, whether they agree that the streetlamp can be moved there from the Ivy Lodge Rd roundabout	Cllr Arnold		
V24/16 (e)	Remove damaged sign at car park entrance	Caretaker		
V24/18 (c)	Recommend expenditure and reserves figures to Finance Committee	Clerk	Next Finance Committee meeting	
24/059 (a)	Purchase and install memorial bench and plaque for Sean Groom	Clerk	In progress – due to be installed next week	
24/059 (c)	Obtain quotes for ground maintenance of Village Green and other equipment	Cllr Tempest	In progress	
24/059 (d)	Purchase tree from Fred Smith Christmas Trees and external tree lights and decorations	Clerk/Cllr Burns-L		
24/060 (c)	Install outside socket at the Village Hall	Clerk	In progress – awaiting quotes to be agreed	
24/062 (a)	Update the GHPC website with new images and layout	Clerk		
24/062 (c)	Set up new email addresses with VCS Websites Ltd	Clerk	Due to happen in two weeks	
23/143 (d)	Investigate whether the Parish Council is able to install a light underneath the A12 bridge and what costs would be	Cllr Arnold	Complete	17/09/2024
24/057 (d)	Renew Council's membership with CALC	Clerk	Complete	19/09/2024
V24/15 (a)	Calculate figures for Village Hall capacity	Cllr Jarvis	Complete	19/09/2024
V24/15 (b)	Amend Terms & Conditions of Hire to include callout charge	Clerk	Complete	20/09/2024
V24/15 (c)	Amend Terms & Conditions of Hire to include no smoke machines	Clerk	Complete	20/09/2024
24/042 (a)	Purchase and install memorial bench for Sean Groom	Clerk	Now 24/059 (a)	23/09/2024
24/030 (a)	Proceed with setting up .gov.uk councillor email addresses	Clerk	Now 24/062 (c)	23/09/2024

V24/07 (a)	Purchase two highchairs from IKEA	Clerk	Complete	23/09/2024
V24/16 (c)	Arrange dates for quarterly deep cleans of Village Hall	Clerk	Complete	23/09/2024
V24/16 (d)	Obtain quotes for annual Spring carpet clean at Village Hall	Clerk	Complete	23/09/2024
V24/18 (b)	Notify regular hirers and update hire charges on website	Clerk	Complete	23/09/2024
24/058 (b)	Planning App 241788 - Council does not wish to comment	Clerk	Complete	23/09/2024
24/058 (f)	Ensure Cllr Barber is aware of danger at Coach Rd crossroads	Clerk	Complete	23/09/2024
24/058 (f)	Advise Parking Partnership, Cllr Laws & CCC of school parking issues	Clerk	Complete	23/09/2024
24/058 (f)	Write to Cllr Cunngingham advising of additional pupils walking A134	Clerk	Complete	23/09/2024
24/067 (c)	Notify contractors of increase in hourly rate	Clerk	Complete	23/09/2024
n/a	Report potholes on London Road	Clerk	Complete	25/09/2024
24/067 (b)	Increase staff wages in line with contracts and backdate	Clerk	Complete	26/09/2024
n/a	Report damaged sign pole with dangerous wires on Coach Road	Clerk	Complete	26/09/2024
24/062 (c)	Renew Council's domain name for a ten-year period with VCS	Clerk	Complete	04/10/2024
24/067 (a)	Make changes to staff job descriptions	Clerk	Complete	07/10/2024
n/a	Submit VAT refund claim for 2023/24	Clerk	Complete	08/10/2024

Meetings attended:

10th September – Village Hall Committee Meeting

17th September – Parish Council Meeting

27th September – Staff Appraisals

8th October – Personnel Committee Meeting