

CLERK'S REPORT – to 16th January 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	On hold - pending new Booking Manager	
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	
24/076 (a)	Obtain quotes for ground maintenance of Village Green and other equipment	Cllr Tempest	In progress	
24/062 (a)	Update the GHPC website with new images and layout	Clerk	In progress	
24/073 (c)	Send map of ditches in need of maintenance to Anglian Water	Cllr Arnold		
24/076 (a)	Meet with CCC regarding taking ownership of Village Green	Clerk/Cllr Arnold	Chased for meeting date	
24/077 (a)	Investigate installing more solar panels on Village Hall roof			
24/084	Co-opted Cllr to sign Declaration of Acceptance	Cllr W-C		
24/084	Set up new councillor with email address	Clerk		
24/087	Add pdf version of the Village News to the Council website	Clerk		
24/090 (c)	Investigate causes for accidents in common places around the village be put on a future agenda	Clerk		
S24/18 (b)	Make minor amendments to Clerk's job description	Clerk		
S24/18 (c)	Make minor amendments to Booking Manager's contract and job description	Clerk		
24/060 (c)	Install outside socket at the Village Hall	Clerk	Complete	14/11/2024
24/077 (b)	Installation of floodlight at the Village Hall	Clerk	Complete	14/11/2024
24/062 (c)	Set up new email addresses with VCS Websites Ltd	Clerk	Complete	15/11/2024
n/a	Report broken street sign A134 mini roundabouts	Clerk	Complete	18/11/2024
n/a	Request street clean on Barnfield Road	Clerk	Complete	18/11/2024
n/a	Report broken street sign on Malvern Way	Clerk	Complete	19/11/2024
24/077 (c)	Update capacity figures for Village Hall	Clerk	Complete	19/11/2024

24/090 (a)	Advise GHPC does not wish to comment on Planning App 242259	Clerk	Complete	20/11/2024
24/059 (d)	Purchase tree from Fred Smith Christmas Trees and external tree lights and decorations	Clerk/Cllr Burns-L	Complete	22/11/2024
S24/10 (a)	Hold interviews for prospective Booking Manager applicants	Clerk	Complete	28/11/2024
24/073 (a)	Respond to Bloor Homes and arrange a meeting	Clerk	Complete	03/12/2024
n/a	Report large pothole on Coach Road	Clerk	Complete	03/12/2024
n/a	Report missing reflective bollard on A134 near School Lane	Clerk	Complete	03/12/2024
n/a	Streamline bookings and invoicing process for VH	Clerk	Complete	14/12/2024
n/a	Research renewal/quotes for VH electricity supply	Clerk	Complete	16/12/2024
S24/10 (b)	Review Clerk's job description and Booking Manager's contract and job description	Personnel Comm	Complete	06/01/2025
S24/11 (b)	Review total staff costs and estimate expenditure for 2025/26	Personnel Comm	Complete	06/01/2025
n/a	Draw up draft budget and precept form	Clerk	Complete	12/01/2025
24/090 (b)	Arrange for speed survey to be carried out on Ivy Lodge Road	Clerk	Complete	14/01/2025
F24/23	Make amendments to budget and precept forms	Clerk	Complete	16/01/2025
S24/19	Recommend staff cost figures to Finance Committee	Clerk	Complete	16/01/2025
V24/18 (c)	Recommend expenditure and reserves figures to Finance Committee	Clerk	Complete	16/01/2025

Meetings attended:

19th November – Parish Council Meeting
 28th November – Booking Manager interviews
 6th December – Meeting with Bloor Homes
 6th January – Personnel Committee Meeting
 13th January – Caretaker/Booking Manager
 15th January – Chairman
 16th January – Finance Committee Meeting