

**CLERK'S REPORT – to 12<sup>th</sup> February 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	In progress	
24/073 (c)	Send map of ditches in need of maintenance to Anglian Water	Cllr Arnold		
24/084	Co-opted Cllr to sign Declaration of Acceptance	Cllr W-C		
24/101 (g) ii	Upgrade VH Booking Manager's phone and contract	Clerk	In progress	
V24/25 (a)	Set up Facebook page for Village Hall	VH Booking Manager		
V24/25 (b)	Replacement of VH microphone and sound system to be on the next VH agenda	Clerk		
V24/25 (b)	Booking Manager to take over control of VH heating	VH Booking Manager		
V24/27 (b)	Instruct Super Clean to clean VH carpets in April	Clerk		
V24/28 (a)	Seek quotes to replace fire exit doors in main hall	Clerk		
V24/28 (a)	Seek quotes to install/replace heating system in VH	Clerk/ Cllr B-L	In progress	
V24/28 (c)	Investigate options for improving car park lighting at VH	Cllr B-L		
V24/29 (b)	Confirm whether we need to see PL insurance certificates from people providing bouncy castles for parties at the VH	Clerk		
V24/30 (b)	Fire Safety Risk Assessment to be completed at next VH Meeting	Clerk/Cllrs		
24/076 (a)	Obtain quotes for ground maintenance of Village Green and other equipment	Cllr Tempest	Complete - now awaiting possible transfer of ownership	19/11/2024
24/084	Set up new councillor with email address	Clerk	Complete	21/01/2025
24/087	Add pdf version of the Village News to the Council website	Clerk	Now 24/101 (f)	21/01/2025
24/100 (a)	Make amendments to final budget	Clerk	Complete	23/01/2025
24/100 (b)	Send precept requirement to CCC	Clerk	Complete	23/01/2025
24/101 (g) i	Purchase new laptop for the VH Booking Manager	Clerk	Complete	24/01/2025

24/101 (f)	Instruct VCS websites to add a page to the website for the Village News pdfs	Clerk	Complete	28/01/2025
24/102 (a)	Comment on Planning Application 241853	Clerk	Complete	28/01/2025
24/102 (a)	Notify no comments for Planning Apps 250043 and 250037	Clerk	Complete	28/01/2025
n/a	Report potholes around village, including London Road	Clerk	Complete	04/02/2025
n/a	Report fly tipping on Old House Road	Clerk	Complete	18/02/2025
n/a	Report fly tipping on Coach Road	Clerk	Complete	19/02/2025
n/a	Report unemptied dog waste bin near VH - fourth time in six months	Clerk	Complete	19/02/2025
24/077 (a)	Investigate installing more solar panels on Village Hall roof	VH Comm	On agenda for next meeting	25/02/2025
24/101 (e)	Reply to Dedham Vale Society letter	Clerk	Complete	26/02/2025
S24/18 (b)	Make minor amendments to Clerk's job description	Clerk	Complete	26/02/2025
S24/18 (c)	Make minor amendments to Booking Manager's contract and job description	Clerk	Complete	26/02/2025
24/102 (d)	Refer overhanging hedge on Ivy Lodge Road to ECC	Clerk	Complete - reported to Highways & Cllr Barber	26/02/2025
24/076 (a)	Meet with CCC regarding taking ownership of Village Green	Clerk/Cllr Arnold	Complete	07/03/2025
24/103	Switch electricity at the VH to Octopus	Clerk	Complete	10/03/2025
24/090 (c)	Investigate causes for accidents in common places around the village be put on a future agenda (also 24/102 (e) )	Clerk	Complete	11/03/2025
V24/25 (b)	Reminder email to all regular VH hirers that they must include set up and pack away time within their booked hours	VH Booking Manager	Complete	11/03/2025

#### Meetings attended:

3<sup>rd</sup> Feb – Village Hall Caretaker

27<sup>th</sup> Feb – EALC Clerk Forum

4<sup>th</sup> March – VH Committee Meeting

7<sup>th</sup> March – CCC (Jubilee Green takeover)

11<sup>th</sup> March – Chairman