

Reference Number	Date Agreed	Action/Motion	Update
01-FAS	03.07.2023	Cemetery, use of the cemetery has been limited to allow the Committee and the Officers to update the accords and amend pricing and policies.	The cemetery has reopened, the reservations folder has been sorted through and all reservations are now Scribe. From now all applications will go directly onto scribe and paperwork uploaded to the file. The historic updates are still ongoing.
03-FAS	Ongoing Issue	Sewage Contamination - KGV	A date for the water to be tested has now been confirmed.
05-FAS	05.02.2024	KGV Roof	The work has now been completed on 06.03.2024
10-FAS	04.09.2023	Review Tree Survey	The beech tree at the KGC is having its fungus treated and treework will be carried out adjacent to Elfords Lodge.
12-FAS	09.01.2023	Oak Tree Down in Cemetery	The tree has been cut up and disposed of, shortly the office will right to the families to obtain permission to fix the graves.
03-FNC	15.11.2023	Corporate Credit Card	Unity Trust application is being reviewed
04-FNC	15.11.2023	Bank Account Actions	Contacted the bank on 11.03.2024, they are awaiting some additional information.
OFF-02	Ongoing	Policy Work	The Locum Clerk is still carrying out ongoing policy work and ensuring the points raised by the auditor are addressed before the audit in April.
OFF-03	Ongoing	Website and Systems Change	The change over went off without an issue and positive feedback has been received about the new website.
OFF-04	Ongoing	Charities Work	The accounts are now ready for HCT to review.
PER-01	12.02.2024	Engaging a Locum Deputy	The Personnel Committee has voted to get Locum Deputy Clerk, this is relieve presure on the Locum Clerk - this is ongoing. LR DV & MA will be sitting down with candidates last week in March.
PLC-01	24.01.2024	Local Plan Submission	This has now been completed and submitted.
13-FAS	Ongoing	Cemetery Kerbstones	The Locum Clerk has been in touch with Yew Tree Stone and asked if they can meet at the Cemetery and talk her through the work already completed. No date has been arranged and the office staff are now following up weekly.
OFF-05	Ongoing	Audit Prep	Audit Prep is fully underway and we will update Council accordingly, I have a rough timetable of when things will have to be completed. Date of the audit is tbc.
PLC-03	22.02.2024	NDP Consultant	The NDP consultant has now been engaged and is assisting the Steerieng Group with the more technical aspects of the review.
PLC-04	29.02.2024	NDP Locality Grant	The grant funding from Locality to contribute towards the cost of the Consultant has now been received.
OFF-06	08.03.2024	Elections	The Locum Clerk has set up an elections page on the website to assist aspiring Councillors, the office are going to ensure the information is available on noticeboards and social media too. Also on the elections page is a link to apply for a voter authentication certificate, residents without photo ID will need this in order to cast their vote. The office will also ensure there are reminders regarding the photo ID on the noticeboards, website and social media.
OFF-07	Ongoing	Copt Hall Car Park	We have received complaints regarding contractors from the Dandara site parking in the Copt Hall Car Park and down Copt Hall Ave. Dandara did make contact before Christmas and ask to rent the car park, the locum clerk invited them in for a meeting but never heard anything else from them. The office were going to discuss options and then bring those options to FAS. In the absence of a discussion and in light of the complete misuse of the facilities we will not long be extending an invitation. Signs have been displayed in the Copt Hall car park, if this has no impact then enforcement measures will be brought to the FAS Committee for them to discuss and vote on.

FAS-14	Ongoing	War Memorial	The Locum Clerk has made an application to the War Memorials Trust for a specialist assessment and for additional funding towards the cost of the work needed. The application is in the pre app phase and the Locum Clerk will update Council and FAS Committee when an update is received.
OFF-08	Ongoing	Annual Parish Assembly	<p>The Locum Clerk is working on the format for the Annual Parish Assembly at the moment. The Locum Clerk is sending invites to local organisations to come along, have a table and display what it is they do for the Parish.</p> <p>There will be buffet food and drinks served, and the office is working on a main presentation. Any Councillors that act as part of an organisation in the village and want to be involved please <u>let the Locum Clerk know asap.</u></p>
OFF-09	Ongoing	Community Facilities Consultation	<p>The consultation is now live and the paper copies of the consultation are going out in the post next week.</p> <p>Lets get as many people as we can voting in the consultation, this will give the next Council a mandate in order to serve the villlage effectively.</p>