

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	No Update
05-FAS	05.02.2024	KGV Roof	A quote has been accepted and we are awaiting a date for the work to commence, this is slightly delayed due to the forecasted bad weather.
08-FAS	04.09.2023	Defibrillator Inspection	This has now been carried out, the batteries and pads have been ordered and will be given to the paramedic for installation.
09-FAS	06.11.2023	KGV Play Area Bin	The has now been installed
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 Elford's Lodge.
11-FAS	04.09.2023	Review of the Statutory Reports	The handles have now been installed at the playground.
12-FAS	09.01.2023	Oak Tree Down in Cemetery	The tree has been cut up and disposed of, shortly the office will write 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	Application is being reviewed.
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 RFO is currently putting together the Charities Accounts for submission and closure.
PER-01	12.02.2024	Engaging a Locum Deputy	The Personnel Committee has voted to get Locum Deputy Clerk, this is relieve pressure on the Locum Clerk.
PLC-01	24.01.2024	Local Plan Submission	The Planning Committee has met and discussed their response to TWBC Local Plan. This will be submitted shortly.
13-FAS	Ongoing	Cemetery Kerbstones	The cemetery kerbstones project is due for completion at the end of February.
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.