

Clerk's Report – 14th January 2013

- 1.** Finalising Pension paperwork and recalculating figures
- 2.** Completing Annual Audits for 2009/2010, 2010/2011 and 2011/2012
- 3.** Arranging to advertise Closure of Audit
- 4.** Dealing with Flood at Chadwick End Village Hall. Making numerous visits to the Village hall and arranging for installation of drying equipment, moisture assessments and removal of equipment
- 5.** Arranging for flood prevention measures to be taken to prevent further flooding
- 6.** Communicating with SMBC regarding clearance of ditch and pipes at Chadwick End Village Hall
- 7.** Updating Burial list and register. Raising invoices, visiting Cemetery to check burial plots and recordings are accurate
- 8.** Communicating with Bank to change signatories at banks
- 9.** Arranging for annual ROSPA safety inspection of recreation areas
- 10.** Communicating with SMBC for weekly inspections of play areas by SMBC
- 11.** Arranging for perimeter hedge cutting at Chadwick End sports ground
- 12.** Communicating with the Lions regarding a memorial bench at the Library
- 13.** Arranging to meet the library manager to discuss current issues
- 14.** Updating website
- 15.** Obtaining keys for Notice boards
- 16.**