

## **Clerk's Report – 15<sup>th</sup> October 2012**

- 1.** Dealing with Jack Moody Limited regarding maintenance of Cemetery. Arranging for lower section of Cemetery to be cleared and ragwort removed at no additional cost. Work to be completed by the end of October 2012. This will allow for on-going maintenance programme to be established.
- 2.** Obtaining quotes for maintenance of benches at Cemetery
- 3.** Arranging for Memorial bench for Arthur Innes to be placed at Cemetery
- 4.** Meeting with Godfrey Chesshire to ascertain current position regarding Cemetery and dealing with various customers
- 5.** Meeting with SMBC Highways department to discuss proposals for pedestrian crossing at Station Road and detailing concerns over further signs
- 6.** Meeting with Paul Cole, agent to owners of Lea Francis House. Litter pick arranged for Friday 12<sup>th</sup> October. Requested Paul Cole to attend a Parish Council meeting to present plans for Lea Francis House and maintenance of area. Paul Cole will also investigate repairing fencing around the perimeter.
- 7.** Organising the Christmas lights at the Village and exploring options to place lighting in other areas. Meeting scheduled with SMBC and Cllr Judy Lea for Thursday 18<sup>th</sup> October 2012
- 8.** Meeting with West Midland Pension fund to discuss outstanding issues regarding pension of former Clerk
- 9.** Dealing with Solicitors and SMBC regarding the Tenancy of Police Shop at Station Road
- 10.** Finalising arrangements to change energy provider at Chadwick End Village hall
- 11.** Dealing with accountant regarding audit
- 12.** Arranging for area around Chadwick End Village hall and car park to be mowed and cleared
- 13.** Meeting with Neighbourhood Co-ordinator to discuss various issues around the village. Meeting to be arranged with neighbourhood watch residents
- 14.** Attending the bank regularly to process change to mandate and obtaining financial information
- 15.** Letter of thanks sent to SMBC for Notice Board at Chadwick End
- 16.** Letter of thanks sent to the Lions for donation towards Christmas Lights
- 17.** Arranging for the planting of the Jubilee Tree at Dengate Drive