

## **Clerk's Report – 19<sup>th</sup> November 2012**

- 1.** Finalising clearance of Cemetery. Meeting arranged with SMBC to discuss future maintenance requirements
- 2.** Meeting with SMBC on 15<sup>th</sup> November to discuss maintenance requirements, specification and recommendations for the lower part of the Cemetery. SMBC to provide further details to allow us to budget for future maintenance
- 3.** Arranging for the supply and installation of a Christmas tree outside Natwest Bank. We have been let down by Westacre Garden who we approached to supply the tree. Westacre had offered to donate the Tree and lights but despite several calls and e-mails, we have not heard further and alternative arrangements have been made.
- 4.** Corresponding with election officer and Chadwick End Village hall concerning Police and Crime Commissioner elections
- 5.** Meeting contractor at Chadwick End Village hall concerning doors to baby room and further work required to secure area
- 6.** Instructing contractor to carry out weekly fire checks at Chadwick End Village hall to discharge Parish Council's duty
- 7.** Finalising website and updating various lists to be added to the website
- 8.** Preparing draft article for the Bugle
- 9.** Obtaining advice and arranging to advertise casual vacancies at Parish Council
- 10.** Continuing to deal with West Midlands Police regarding Tenancy of Police shop
- 11.** Carrying out a review of condition of bus shelters
- 12.** Dealing with Accounts assistance to obtain information regarding Chadwick End for the purpose of Consultation concerning boundary review
- 13.** Reviewing log of resolutions and investigating whether these have been completed
- 14.** Arranging for benches to be treated at Cemetery