

Clerk's Report:

Environment and Leisure Committee 17 April 2023

1. This has been an exceptionally busy few months and some lower priority work has not yet been completed.
2. **Allotments**
 - 2.1. Plot 39 notification pending
3. **Maintenance schedule**
 - 3.1. Two pedestrian gates for Glebe are installed.
 - 3.2. Northern boundary hedge has been trimmed.
 - 3.3. Litter picking for playing field and Little Lane are on the weekly schedule.
4. **PC Storage update**
 - 4.1. The PC now have use of the old Archive Centre shed which will be shelved out as soon as possible.
 - 4.2. Once shelved, the new clerk's office will be cleared and set up for regular use.
 - 4.3. The printer and cupboard will be transferred from the Resource Centre.
 - 4.4. The Archive Centre Safe will need to be removed to make this an effective office, but we can manage for a short while until the new Archive Centre is built.
5. **Grounds Maintenance** – one year contract agreed with Norse
6. **Assistant Clerk** will be starting at the beginning of May and responsibilities will include managing the markets and allotments.
7. **Markets:**
 - 7.1. It is still not clear which traders have paid for attendance. I have agreed payment with Simon Marrison
 - 7.2. I still do not have a contact list for traders to enable me to manage the regular markets and to initiate the summer market.
 - 7.3. Gazebos to be ordered.
8. **Children's Play area:**
 - 8.1. There have been two instances of vandalism.
 - 8.2. Both have been reported to the police.
 - 8.3. Repairs have been arranged.
 - 8.4. Insurance will cover the cost less the policy excess of £250.
9. **Cemetery Pricing**
 - 9.1. Agreed pricing to be published.