

Delegated_Task_Register_Live

Date	Minute Reference	Task	Subject	Delegated to	Date Completed	Notes	Next Action
24/04/2023	09/23/24	Community and Environment Committee Recommendations:	Road signage	Cllr Tull and C&E committee		Investigate the current road signage and see if more is required/could be better placed.	UPDATE: Cllr Tull leading this project in conjunction with the C&E team. Findings to be presented to full Council. ON AGENDA: 29/07/2024
24/04/2023	09/23/24	Community and Environment Committee Recommendations	Garage	Clerk and Cllr Tull		Take 'step one' to bring The Garage up to a reasonable standard for any potential hire. Phase 1 was considered by the Finance Committee on Monday 3rd July 2023. Agreed pre-planning advice to be sought and community group interest also to be sought.	Pre-planning submitted 31/01/2024. In conversation with WBC. UPDATE: Rejected by WBC. A full application for change of use is to be submitted shortly.
22/05/2023	29/23/24	Beansheaf Centre - emergency contact number	Emergency Contact - BC	Cllr Somner		To liaise with Carolyn Richardson for latest WBC emergency procedures.	
04/09/2023	64/23/24	Household rubbish in street bins	Household rubbish in street bins	Clerk		Investigate possible signage options to deter inappropriate use of bins.	
06/11/2023	82/23/24	Financial Decisions	Parish Council Chairmen plaque purchase	Clerk		A plaque to be purchased and installed in the Beansheaf Centre listing all the Parish Council Chairmen.	
11/03/2024	144/23/24	Approval of C & E recommendations	Community Emergency Plan	Clerk		To start a Community Emergency Plan for Committee to then add to before final council approval	
11/03/2024	144/23/24	Approval of C & E recommendations	Community Payback Service	All members		To arrange the organisation of The Garage to ensure the space is usable for the service.	
11/03/2024	144/23/24	Approval of C & E recommendations	Linear Park Entrances	Clerk		To liaise with WBC on potential or possible works and requests a costing breakdown.	Quotes requested. Response awaited
22/04/2024	06/24/25	Litter picking equipment		Clerk	01/08/2024	Advertise the availability of litter picking equipment in the parish newsletter.	COMPLETE
20/05/2024	19/24/25	Financial Decisions	Water Bills	Cllr Tull	01/07/2024	To review the water bills to ensure that the water consumption is as expected.	COMPLETE
	22/24/25	Memorial bench unveiling ceremony	-	Cllr Moore	01/06/2024	To inform councillors of the updated plans for the memorial unveiling event.	COMPLETE
17/06/2024	CE09-24/25	Volunteers for CSW	Community Speed Watch	All members		More members and residents are required to train on CSW to enable the project to take place.	
17/06/2024	CE09-24/25	Obtain quotes	Beansheaf Room paint refresh	Clerk		To get re-quotes for the re-painting of the Beansheaf Room	
17/06/2024	CE09-24/25	Obtain quotes	Carpets	Clerk		To seek quotes for replacement carpets in the lobby, entrance and Keep	
17/06/2024	CE11-24/25	Bio-Diversity	Policy	Clerk & C&E members		Create a Bio-Diversity policy for the council based on the model policies.	
17/06/2024	CE11-24/25	Bio-Diversity	Audit	All members		Complete a biodiversity audit of the Parish in conjunction with the Emergency Plan	
17/06/2024	CE12-24/25	Big Coffee Morning	Events	Cllr Bedwell		To organise, with the assistance of the office, the hosting of a Big Coffee morning on Saturday 28th September	Advertised in the newsletter, room booked and event pack received
17/06/2024	CE12-24/25	Bulb Planting	Events	Cllr Tull		To organise, with the assistance of the office, a bulb planting event in October	
17/06/2024	CE12-24/25	Seekers Trail	Events	Cllr Albanese	01/07/2024	To ask Beansheaf pre-school to run a seekers trail through Linear Park in Autumn	AGREED. Dates and theme agreed. Advertised in newsletter.
17/06/2024	CE12-24/25	VE 80 day	Events	Cllr Albanese		To organise, with the assistance of the office and members, a VE Day 80 event on Monday 5th May 2025.	
17/06/2024	CE12-24/25	Kennet Valley Community Association & Kennet Valley Club	Events	Clerk		To arrange a meeting with the Chairman of the Kennet Valley Community Association and pub manager to see if or how the parish could support the Club.	
17/06/2024	CE12-24/25	Equipment	Events	C&E Members		To complete a full audit of event equipment and produce an assets list (and dispose of what is not required).	NOTE: FoLP has cleared out the Garage so the floor can be repaired. This is a good time to complete this task
01/07/2024	F06-24/25	Equipment	Beansheaf Centre	Councillors		To remove all items from the Centre and office that have been identified for disposal.	Date to be agreed.

Projects currently on hold - Members to state when they would like to re-address the below

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24/04/2023	09/23/24	Community and Environment Committee Recommendations:	Designated parking			Liaise with WBC regards possible designated parking. Meeting held on Monday 19th June. On hold (see meeting notes enclosed with July agenda)	On hold.
	118/22/23	Legacy Land - purchase	Legacy Land - purchase	Clerk		Identify all possible plots of land in the Parish which are not owned and seek to take ownership.	UPDATE: all identified land would need to be checked against the Land Registry. Each deed costs £3.00. To complete this project the Council would need to supply the Clerk with a list, including a description, of where the land is for investigation. The title deed for each area can then be purchased. Alternatively, with this list, WBC's Countryside Dpt may be able to help with low level information. Members need to think about the purpose of this project and the potential benefits vs pitfalls.
		Office upgrade		Office support		Quotes provided by three companies with designs from two. Members Bid for lighting successful. Whole project on-going.	Waiting for some further archiving to be completed by Office Support