

## Delegated\_Task\_Register\_Live

Date	Minute Reference	Task	Subject	Delegated to	Date Completed	Notes	Next Action
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.	
<b>17/06/2024</b>	<b>CE09-24/25</b>	<b>Volunteers for CSW</b>	<b>Community Speed Watch</b>	<b>All members</b>		<b>More members and residents are required to train on CSW to enable the project to take place.</b>	
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.	<b>UPDATE: a lot of equipment has been removed but there are still outstanding items.</b>
09/09/2024	70/24/25	Speed bump for Beansheaf Driveway	Closed meeting report	Clerk		Discuss possibility with WBC.	<b>Clerk e-mailed several WBC departments (11/09/2024) on this but no response from anyone to date</b>
07/10/2024	CE19/24/25	Footpaths	A4 Bath Road/Mill Lane	Clerk		To contact the Environmental Service Director of WBC to ask that a formal survey be completed of these footpaths.	<b>Clerk e-mailed (04/11/2024). Response awaited.</b>
11/11/2024	89/24/25	Community and Environment Committee Consultations	Draft Emergency Plan	Clr Tull & Clerk		Invite Tilehurst and Theale Parish Council's for a conversation on the draft plan to find areas that the Councils could work together. Invite key stakeholders and members of public for additional consultations.	Clerk discussed this informally with the relevant parties and a formal email has now been issued. <b>UPDATE: Clerk's attending a training session at WBC in September. A meeting will be held with neighbouring councils following this.</b>
24/02/2025	F35/24-25	Review of existing contracts	Centre Phone	Clerk		To investigate whether, with the digital switch over, a landline is still required in the Beansheaf Centre	
<b>10/02/2025</b>	<b>CE36-24-25</b>	<b>Bio-Diversity</b>	<b>Citizen Science Initiative</b>	<b>All members</b>		<b>To complete a survey of green spaces near your homes (could be your own garden).</b>	
14/04/2025	17/25/26	Council consideration of Street Trading	Street Trading	Clerk		Following verbal report, contact Public Protection Partnership for Council consideration.	<b>UPDATE: Clerk to send minutes, when approved to PPP. UPDATE: Minutes issued. Response awaited.</b>
16/06/2025	CE04-25/26	Write to residents in the area regarding potential overgrown foliage	Underwood Road Playground – overgrown foliage	Clerk		Write to all houses surrounding Underwood Road playground regards potential overgrown foliage and that a new cutback plan is initiated with the Council's current contractor.	
16/06/2025	CE06-25/26	Ensure highlighted key silver anniversary events run smoothly	Events 2025/26	Clerk	<b>Complete</b>	Launch Blooming Beauties and Photography Competition in October 2025 newsletter.	<b>Will be in the December newsletter</b>
16/06/2025	CE06-25/26	Ensure highlighted key silver anniversary events run smoothly	Events 2025/26	Clerk		Investigate feasibility of introducing a 'Chairman's Charity of the Year'.	
16/06/2025	CE06-25/26	Ensure highlighted key silver anniversary events run smoothly	Events 2025/26	Clerk & Office	<b>Complete</b>	Annual Assembly: Nomination form and information on the Sprit Awards/Annual Assembly go on a separate A4 insert in the December newsletter- Clerk	<b>Complete</b>
16/06/2025	CE08-25/26	the installation of purpose-built dog dips in the Holy Brook to help prevent bank erosion	Collaborative Projects – Friends of Linear Park	Clerk		Arrange meeting with the following representatives present: Friends of Linear Park, West Berkshire Council Countryside, Action for River Kennet and Reading District Angling- regarding outstanding dog dips work on the Holy Brook.	
16/06/2025	CE08-25/26	the installation of purpose-built dog dips in the Holy Brook to help prevent bank erosion	Collaborative Projects – Friends of Linear Park	Clerk		Publish an advert asking for legal help in trying to contact landowners linked to the Holy Brook	
16/06/2025	CE09-25/26	Support winter campaign	Cosier Homes Service	Office		Cosier Homes Service to be added to the Council website and posted on socials. As well as information in the newsletter.	<b>UPDATE: in hand, written materials requested</b>

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16/06/2025	CE11-25/26	Provision of emergency supplies	Emergency Planning	Clerk	Complete	Reach out to West Berkshire Council on the provision of Emergency supplies such as candles, blankets, wind-up radios etc	UPDATE: email has been sent. No response to date. UPDATE: Clerk attending a training session at WBC in September. <b>UPDATE: not provided by WBC. Funding would be required.</b>
23/06/2025	60/25/26	Updating the Council's policies re Terrorism Act 2025	Community and Environment Committee report	Clerk		Update the Council's policies in line with Terrorism (protection of Premises) Act 2025	
13/10/2025	CE16-25/26	New Link footpath (LP)	Projects	Office		Centre-spread map of Linear Park and its features to be included in a future newsletter.	
13/10/2025	CE17-25/26	Silver Anniversary event	Events	Clerk		Clerk to purchase: Presentation screen in 'kingfisher' blue pavement signs x 4, A4 foldable stands, Banana Banners	
20/10/2025	F22-25/26	CIL Questionnaire	Draft budget & Precept 2026/27 b)	Clerk		Clerk to review results from the Community Infrastructure questionnaire, which was distributed to residents in 2023, and review which desired projects remain outstanding. To be reviewed by Full Council and the remaining Community Infrastructure Levy funds to be allocated to agreed projects following review.	

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

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.
		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
16/12/2024	116/24/25	Yellow Junction Boxes	-	Clerk		once the drive-through Greggs is completed on the A4 Bath Road and the impact of this is better known, the Clerk is to contact West Berkshire Council's highways department to request that a feasibility study is completed of the A4 Bath Road to ensure better traffic movement, particularly for when incidents occur.	<b>HOLD</b>