

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.	
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.	UPDATE: a lot of equipment has been removed but there are still outstanding items. UPDATE: Clerk will seek quotes to have old technology items wiped and removed and for a fridge to be removed.
09/09/2024	70/24/25	Speed bump for Beansheaf Driveway	Closed meeting report	Clerk		Discuss possibility with WBC.	Clerk e-mailed several WBC departments (11/09/2024) on this but no response from anyone to date
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.	Clerk e-mailed (04/11/2024). Response awaited.
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	
10/02/2025	CE36-24-25	Bio-Diversity	Citizen Science Initiative	All members		To complete a survey of green spaces near your homes (could be your own garden).	UPDATE: an online form has been designed but has only had one interaction.
14/04/2025	17/25/26	Council consideration of Street Trading	Street Trading	Clerk		Following verbal report, contact Public Protection Partnership for Council consideration.	UPDATE: Clerk to send minutes, when approved to PPP. UPDATE: Minutes issued. Response awaited. UPDATE: This should go to WBC's Committee in January March for consideration.
16/06/2025	CE06-25/26	Ensure highlighted key silver anniversary events run smoothly	Events 2025/26	Clerk	09/02/2026	Investigate feasibility of introducing a 'Chairman's Charity of the Year'.	COMPLETED. Discharged
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	
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	COMPLETED in part. Waiting on feedback from Cllr Somner regards the banana banner base.
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.	
15/12/2025	120/25/26	Management of Health & Safety	IOSH Training	Clerk & Cllr Salau		Clerk to arrange on-line training for Clerk and Cllr Salau.	Clerk's training booked. Awaiting a response from Cllr Salau.
15/12/2025	125/25/26 b)	Residential Requests for consideration	Inconsiderate Parking	All members		Members to keep records/take photos of inconsiderate parking incidences in the Parish with a view to a report being produced in 2026.	DEADLINE - Friday 27th March

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09/02/2026	CE28-25/26	Silver Anniversary event	Performers	Clerk		To invite choir (from Beansheaf Centre) to attend the event on a voluntary basis.	COMPLETE - waiting feedback from Cllr Albanese
09/02/2026	CE28-25/26	Silver Anniversary event	Entertainment	Office		To produce a 25-years of Holybrook display board	
09/02/2026	CE28-25/26	Silver Anniversary event	Invitees	Office		To invite previous councillors to attend the event.	
09/02/2026	CE28-25/26	Silver Anniversary event	Planning	Office & Cllr Albanese		To ensure there is an appropriate Risk Assessment and site-plan	

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.	HOLD