

Item 12 – 16 March 2017: Appendix A

Topic	Task	Progress to date	Next steps	Estimated Time req.	Target Completion Date
VAT	Prepare and submit outstanding VAT Claims	2014/2015 claim submitted to HMRC in Sept 2016. 2012/2013 (part) submitted to HMRC Nov 16	2015 / 2016 next to be submitted.	Up to 4 hrs.	31 March 2017
Cemetery	Oversee developments as recommended by CDS	Environmental Maint contract for 17-18 overseen and awarded - March 17. Arrangements now in place for memorial safety testing - March 17. Utility and drainage searches completed to inform availability of additional burial space. Clarity obtained relating to consecrated ground.	Review of fees and charges and report to PC. Review of memorial policy and report to PC. Put out contract for demolition of former Sexton's building. Put out contract for extension of roadways Commission new burial spaces as identified CDS. Ongoing enquiries to ensure plot ownership details are current.	1 month 1 month Not currently quantifiable	Q1 17-18. TBC TBC TBC

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Parish Council Records	Reorganise historic records into coherent order. Identify gaps in documentation.	No progress due to other demands on time. Note: meeting records from 9/14 to date are complete.	Parish Council to determine level of priority. Liaison with County Records Office to assess extent of archived information held.		
Assets	Identify Parish Council assets especially in relation to street furniture.	No progress due to other demands on time.	Liaise with DCC to arrange joint site visit(s) Photographic records to be made and asset details and locations to be formally logged.	20 hours	TBC
Land ownership	Identify comprehensive record of ownership and resolve "live" issues	Limited progress due to incomplete records – restricted to date to identifying disputed areas and effect on community.	Further trawl of historic records and submission of query to Land Registry; follow up / seek specialist advice to respond to localised issues.	10 hours	TBC
Local Council Award Scheme	Steer Parish Council to Foundation Standard	Report taken to Parish Council in May 2016 and resolved to proceed.	Policies to be brought to Parish Council for consideration and approval on an ongoing basis – with priority being given to	5 hrs/month	End 17-18

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Policies and Procedures	Comprehensive review / refresh required to ensure legal compliance and fitness for purpose.	Vexatious policy adopted by Council at May 2016 meeting. Attended CDALC training session in Oct 16	those essential to meet requirements of Local Council Quality Award (Foundation Standard).	Not currently quantifiable	
Elected Member Learning & Development	Source and/or deliver training to support members	No changes to previously reported status (Sept 2016). CDALC training scaled down as 4 th year of electoral cycle.	New councillor induction training package to be developed and delivered – action arising from May 17 elections	1 week	June 2017

GK 15 March 2017