

## **Item 7 – Clerk’s Report & Update – 5<sup>th</sup> December 2018**

### **No. Topic & Update:**

#### **1. Skate Park / Tod’s Piece / WC / Town Hall / Cemeteries**

**Skate Park** – no current issues.

**Tod’s Piece** – no current issues other than some anti-social behaviour which police are aware of.

**WC** – these have now been repaired after a period of closure are fully open.

**Town Hall** – The Town Hall refurbishment is drawing to a close 3 and bit weeks after the works started. There is still some tidying up and re-stating of furniture, pictures etc. but good progress is being made albeit it has resulted in some downtime in the office over the last 4/5 days whilst the final sections were decorated. So far there have been a number of positive comments and the most frequent bit of feedback – “it’s been long overdue!”

A further issue has come to light when the floors were sanded – it looks like we have a drains issue on the eastern boundary which I’m having investigated along with some recommendations. It has resulted in degradation of some brick pillars and an odour which appears from time to time. I will report back to F&GP in due course.

**Cemeteries** – We have identified a new route for the maintenance of cemetery plans which had been looked after for the town previously by Norman Tomson.

**Allotments (Tod’s Piece)** – renewals process underway and some tree works are currently being quoted for.

**Allotments (Leicester Road)** – renewals process underway with the usual number of plots being surrendered which will be re-allocated or tidied up.

#### **2. Holidays**

- 2<sup>nd</sup> January 2019 – 1 day
- 12<sup>th</sup> to 15<sup>th</sup> February 2019 – 4 days
- 2<sup>nd</sup> to 12<sup>th</sup> July 2019 – 8 days

#### **3. Clerk Training**

None currently scheduled

#### **4. Town Council Consultation – December 2018 / January 2019**

To be drafted a letter to residents of Gainsborough Road about parking restrictions on the road and the junction with North Street East.

#### **5. Event Planning & Risk Assessments**

11<sup>th</sup> November 2018 procession and Market Place Closure and traffic management for High Street East

24<sup>th</sup> November 2018 – erection of the Christmas Tree

28<sup>th</sup> November 2018 – Uppingham Fatstock Show

6<sup>th</sup> December 2018 – Christmas in Uppingham

These have all been submitted and a review and any possible improvements will be gathered once the Christmas in Uppingham event has been completed.

Dates for all events in 2019 are now on the Town Council website.

#### **6. Christmas Lights Stock**

We have replaced the tree lights and also used surplus Market Place stock to use in the tree on Baines Corner. So far feedback has been positive. We do though have some electrical work that needs scheduling for the High Street West section of street lights for next year.

#### **7. WW1 Beacon**

This will be moved as soon as we have a clear window and weather to Hog Hill.

**8. Market Place Toilets – Uppingham**

Will chase Andrew Edwards for any news on options for Council to consider around the Market Place WCs.

**9. Priorities for December 2018**

Continue with the Assistant Clerk induction plan.

Continue to manage and remove documents and files in relation to the document management and retention policy and bring new employee up to speed.

Allotment renewals for 2018/19 and work through waiting list as allotments are handed back – schedule next batch of allotments to be trimmed and tidied up.

Start budget preparation for 2018/19 – round 3 set for F&GP on 19<sup>th</sup> December 2018.

Plan for Market trading between Christmas and New Year

**10. Priorities from January to March 2019**

Precept submission to Rutland CC

Feedback to Rutland CC about draft Transport policy etc.

Plan and work with Chair/Deputy Chair of NPAG following outputs from NPAG in December 2018 to get clear of actions required.

Succession plan to be started to ensure any future handover between incoming Clerk can be achieved without the need for lengthy handover periods.

Progress plans around a maintenance programme for the Town Hall including specific H&S actions.

Accumulate resolutions back to Jan 2015 to publish a decision record for use by members and in meetings going forward. Establish decision record for the new financial year.

Work through compilation of documents for Local Council Award Scheme.

Commence review of Market and Town Hall user agreements and terms and conditions.

Present a clear view of town forums back to council using the draft Community and Community Organisation Engagement Policy when approved.

Leicester Road Cemetery – layout and expansion of the cemetery will need to be started to develop a cohesive plan for the next 3-5 years. This will be brought through committee and into Council in due course. We have now secured a route to get the cemetery plans updated.

**11. Meetings scheduled / other commitments:**

No meetings currently scheduled for the Town Clerk

**Committee Schedule:**

w/c 10<sup>th</sup> December 2018 – will look to run a Planning Committee to help create space for F&GP Budget Round 3 on 19<sup>th</sup> December 2018

18<sup>th</sup> December 2018 – 7:00pm Neighbourhood Planning Advisory Group

19<sup>th</sup> December 2018 – Amenities Committee to review recommended approach on Tod's Piece from Michael Carter at Sports and Play Consulting

19<sup>th</sup> December 2018 – F&GP Committee Budget Round 3

**12. Additional support:**

Ongoing – Correspondent for The Parochial Charity

Addendum – Police Report from Joshua Ace made available to members in the Chamber