

May-June 2012 - Schedule of Maintenance for Clare Parish Council Assets

	Item	Action required	Date due	Last action (brief details and date)	Details & Notes (officers responsible, cost implications....)
Cemetery	Headstones	Annual Health and safety check of grave stones:	Jul-12	Carried out March 2012 - 7 unsafe headstones laid down	
	Ivy growth	Management of ivy growth included in SCC grass cutting contract.			Monitor to ensure this is done as regularly as required.
	Gates	General maintenance of gates, chain and lock	When required	Reviewed Oct 2011	
	Compound	Empty bin	When required	Emptied January 2012	
	Chapel	Annual health and safety inspection	Jul-12	signed off July 2011	May need to add in additional checks if chapel opens to the public.
			Items lost in fire	May-12	Insurance paid
	General cemetery improvement works			Appraisal of cemetery carried out Sep 2011	See separate action plan from October 2011 being managed by Cllrs Mallows and Mison and Olive Smith. Board repainted and new one next year. Funding for garden being explored by KM/GM
Grass cutting	Greenswards				
Nuttery	Information board				
	Wooden sculpture				Tutoring children may come forward.
	Fencing				

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Tree works	Inspections	Annual inspection	Sep-12	Annual inspection carried out Sep 2011	
	General works	1.Reduce hedge and remove	Mar-12		
Grass cutting	Cemetery				Tree Surgery Services have now removed the Ash tree by the pond and invoiced.
	Greenswards				SCC is confirmed as provider for 2012-14 following review of tenders.
War memorial and railings	Inspections	Annual Health and Safety inspection	Jul-12	Total restoration completed July 2011	Grant received from English Heritage March 2012. Contract conditions covered below (5 year maintenance plan)
		Maintenance in accordance with 5-year plan	Jul-12	5 yr Mntnce plan was approved and sent to Memorial Trust Nov 11	The annual inspection will monitor and record: condition of the structure, inscriptions and names, access, surroundings, security
Other assets	Grit bins	Regular re-filling over winter months	Oct-12		Clerk to liaise with St Edmundsbury to ensure all bins are filled before start of cold weather. Will liaise with Liz Ruggles as and when required.
		Requests for new grit bins	When required	Bins installed at Chilton St and Highfields	Clerk Arrange swapping yellow Heights bin with green one at park (use tractor mower).
	Christmas Lights	General maintenance	When required		

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	Litter bins	General maintenance	When required		Walk about' carried out in High Street, Market Hill, top of Nethergate Street and bottom of Callis Street, May 2011. ES Street Warden's to check on assets and report any maintenance issues to the Clerk - action - hold a review meeting.
	6 Dog bins	General maintenance	When required		
Other assets	2 Bus shelters	General maintenance	When required		
	Town trail posts	General maintenance	When required		
	Village sign	General maintenance	When required		
	Pashler's Alley and Old School	General maintenance	When required	New board May 2011	
	Town map	General maintenance	required		
	15 benches	General maintenance	required	secured	
	Lawn mower and trailer	Service and general maintenance	When required	Last serviced November 2010	Tax disc and number plate authorisation certificate obtained. Tax disc expires March 2013. Number plate must now be purchased before the mower can be used Action AP Clerk to arrange for KM to be covered on the insurance. Strive for secure storage in Country Park.

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