

April-May 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 identified | The unsafe headstones should be laid down if repairs have not been made. Clerk to provide AP with list. |
| | Ivy growth | To add ivy removal to SCC contract when the contract is renewed. | Jan-12 | | 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 | | | | |
| | War memorial and railings | Annual Health and Safety inspection | Jul-12 | completed July 2011 | |
| 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. |
| | 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. See letter from English Heritage re contract conditions (maintenance plan) |
| | | Maintenance in accordance with 5-year plan | Jul-12 | Mntnce plan was approved and | Review 5 yr Maintenance plan. |
| 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 | Chilton St and Highfields | Clerk Arrange swapping yellow Heights bin with green one at park (use tractor mower). |
| | Christmas Lights | General maintenance | When required | | |
| | 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 | | |

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| 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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