

Aug-Sept 2012 - Schedule of Maintenance for Clare Town Council Assets

	Item	Action required	Date due	Last action (brief details and date)	Details & Notes (officers responsible, cost implications....)
<b>Cemetery</b>	Headstones	Annual Health and safety check of grave stones:	Jul-13	Carried out March 2012 - 7 unsafe headstones laid down	Clerk. Now has list of unsafe headstones. Notice to be placed on boards for owners to contact Clerk - some headstones require significant work.
	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.
	Shrubs etc	Inspection and management of growth			
	Tree struck by lightning				No action necessary at present - to be monitored.
		Items lost in fire	May-12	Insurance paid	Restoration of funeral bier began 18-6-12
	Shed			Street Wardens have keys and have moved equipment from CHOC shed. Hooks have been purchased to hand brooms etc up to provide more floor space.	
<b>Grass cutting</b>	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. GM to report on purchase of shrubs at next meeting.
<b>Nuttery</b>	Greenswards				Area is now gated.
	Information board				
	Wooden sculpture				

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Tree works	Fencing				
	Inspections	Annual inspection	Sep-12	Annual inspection carried out Sep 2011	KM has completed BTS (for UK Power) consent form for Nuttery. Clerk to contact Haydens for updated estimate for tree inspection, compare to previous estimate (£1000?)
Grass cutting	General works		Sep-12		Allow for enough £ in precept to cover tree work - obtain estimate before Precept is finalised.
	Cemetery				
War memorial and railings	Greenswards			SCC is confirmed as provider for 2012-14 following review of tenders.	
	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)
Other assets		Maintenance in accordance with 5-year plan	Jul-12	5 yr Mntnce plan was approved and sent to Memorial Trust Nov 11	Weeds growing in gaps have been sprayed. A quote for £195 was received from Cutts and Cousins to fill the gaps with good quality lime mortar. Approved, Clerk to arrange for work to be done.
	Grit bins	Regular re-filling over winter months	Oct-12		<b>Clerk</b> to check all bins are filled before start of cold weather. Liaise with St Edmundsbury (Liz Ruggles) as and when required.
	Christmas Lights	General maintenance	When required		

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Other assets	Litter bins	General maintenance	When required		Review meeting held and 'Walk about' carried out in cemetery, High Street, Market Hill, top of Nethergate Street and bottom of Callis Street, June 2012. ES Street Warden's to check on assets and report any maintenance issues to the Clerk.
	6 Dog bins	General maintenance	When required		
	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	Tax disc expires March 2013.	Last serviced November 2010	KM now covered on the insurance. KM to liaise with M Jacobs re access to and from Church Farm. Battery to be charged and Number plate purchased. Strive for secure storage in Country Park.
Budget			Sep-12		Quarterly review of EC budget.