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| 1 | HIGH PRIORITY | ATC - Alfreton Town Council | TC - Town Clerk | |  |  |
| 2 | MEDIUM PRIORITY | AVBC - Amber Valley Borough Council | ATC - Assistant Town Clerk | |  |  |
| 3 | LOW PRIORITY | DCC - Derbyshire County Council | OA - Office Assistant | |  |  |
| |  | | --- | |  | |  |  |  |  |  |  |
| **Priority** | **Task & Background** | **Update** | **Minute** | **Budget** | **Completion date** | **By** |
|  |  |  |  |  |  |  |
|  | Grit bin refill | Request number owned by AVBC and DCC. Alternative costs for filling | 19.06.18 (10a) |  |  |  |
|  | Footpath Southcroft | Emailed DCC 07.06.18 | 29.05.18 (24) |  |  |  |
|  | Parking on Wood St/Station/Ind Estate | Emailed AVBC and DCC 07.06.18 | 29.05.18 (24) | None yet required |  |  |
|  | GDPR | Policy approved Mar 18 | 06.03.2018 (5) | **None yet required** | 25.05.2018 | ATC |
|  | Centenary Green Event | Cancelled until Spring 2019 | 20.02.2018 (10a) | **Refreshments Events (£7000.00)** | 31.08.2018 | ATC |
|  | Battle's Over' Tribute - Alfreton House | 11/11/2018 at 7pm | 20.02.2018 (10h) | **Beacon £360.00 Gas £70.00 Events (£7000.00)** | 11.11.2018 | ATC |
|  | Welfare Grounds - Alma Street | AVBC request 5 year spend Approach Football Club for management of park? | 05.09.17 (14) 20.02.18 (10c) 06.03.2018 (4a) | **None yet required** | 20.02.2018 | TC |
|  | Police Meeting: Parking | 08/02/2018. Contact Civil Enforcement regarding Hotspots Salcombe Rd parking restrictions update | 16.01.18 (5a) 20.02.18 (10) 06.03.2018 (4b) | **No Budget Required** | 08.02.2018 | TC |
| 1 | Cash Office AVBC | Report to Jan 18. Met AVBC 26.01.18. Chased AVBC 20.03.18. Survey early June. | 16.01.18 (14a) | **Cash Office (£15700.00)** | 01.04.2018 | TC |
| 2 | Land at Leys School | Met on site 20.07.18 | 17.10.17 | TBA | 01.05.2018 | TC |
| 2 | Interpretation Boards: To install information boards at significant locations in Alfreton and to link them all into a walk of the Town | Emailed Heritage Trust for information for board 4, 30/01/2018.Interpretation Board installed and walk 06/05/17 - Watchorn Bus Shelter 4. Nottingham Road – Catholic Church 5: Chesterfield Road – Mining Wheel 6: Peacocks flower bed – Severn Square 7: Church Street – Churches 8: Alfreton Hall area 9: Derby Road – Watchorn Bus Shelter and Park 10: Library – Heritage Trail11: David Nieper Academy ?12: Centenary Green | 20.12.16 (10b) 13.06.16 (10b) | 20.12.16 £2680.00 minimum up to £3000.00 **Properties (£24000.00)** | Ongoing | TC |
| 2 | Master Plan for Environment  The Welfare Ground - Tennis Courts/Severn Square | Works started Sept 2017 Invoice for £7500.00 paid Feb 18 | 04.03.14 (2) 25.03.14 (5) 14.10.14 (8) 23.09.14 (12k) 09.07.15 04.03.15 | £7500.00 **Environment (£15000.00)** | 01.05.2018 | ATC/SMC |
| 2 | Outseats Farm/Village Green | Safety audit completed. Letter sent to AVBC 24.11.16. Diversion of Footpath recd 25.11.16. TP1 signed June 2017. On site meeting to finalise coditions October 2017. Naming and opening agreed Feb 18. Paths mowed 2 weekly. | 15.02.16 27.10.15 12.11.13 (16) 17.12.13 (11h) 14.01.14 (14 11a) 15.04.14 (16 13d) 13.05.14 (27a) 18.11.14 (11i) 22.09.15 11.10.16 11c 08.11.16 10a 19.09.17 (9) 20.02.18 (10a) | No budget required **Environment** | 18.12.18 | TC |
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| **1/2/3** | **Task** | **Update** | **Minute** |  | **By** | **Responsibility** |
| 3 | DDA and Station improvement:  To review and monitor plans for DDA access at Alfreton Station | AVAccess to send a letter regarding Equality Act. Oct 2017 East Midlands Franchise consultation response sent. | 01.11.2015 27.09.16 (11b) 05.09.2017 (11) | No budget set  **Environment** | Ongoing | TC |
| 3 | Health and Safety review: To continually monitor and report on Health and Safety Issues for the Council | Dec 17. Risk Assessment review due Dec 2018. | 08.07.14 (12c) 18.11.14 (11g) 14.07.15 (14b and 15h) 12.01.16 (15a) | No budget required  Any action will be under necessary budget | 31.12.2018 | ATC |
| 3 | Local Council Award Scheme (LCAS): To implement procedures and provide documentation for application of the Quality Level | Completed and sent March 2018. Awaiting verification. | 18.11.14 (11j) 03.11.15 (11c) 24.01.17 (11b) 14.03.17 (15b) 20.02.18 (10b) | £3500.00  **Local Council Award Scehme Budget (£3500.00)** | 28.02.2018 | ATC |
| 3 | Christmas Event 2017 Next event 24.11.2018 | Successful raised >£2300.00 | 24.01.17 (11b) | £7000 **Events Budget (£7000.00)** | 24.11.2018 | GD |
| 3 | Survey of Alfreton House:  To conduct a survey of Alfreton House and consider remedial work | F Regs 4.1 takes effect and only quotes over the £5,000.00 threshold are further sanctioned by Full Council Leader of Properties and Leader or Deputy of Council authorised to implement the plan | 09.02.16 (11c + 16b) 27.09.16 (11d) | No specific budget set **Properties (£24000.00)** | Ongoing | ATC |
| 3 | Future Planning of staff resources | OA to start Cilca. June 18. | 13.06.17 (10d) | **No budget required** | Quarterly | TC |
| 3 | Policy and procedures review: To ensure best practice and governance | All policy review for LCAS Feb 18 | Governance | **No budget required** | 20.02.2018 | ATC |