

- 1 HIGH PRIORITY
- 2 MEDIUM PRIORITY
- 3 LOW PRIORITY

Priority	Task & Background
1	Holocaust Commemoration
	Welfare Grounds - Alma Street
	Police Meeting: Parking
1	Cash Office AVBC
2	Allotment Gates - Crabtree
2	Land at Leys School
2	<p>Interpretation Boards: To install information boards at significant locations in Alfretton and to link them all into a walk of the Town</p>
2	<p>Master Plan for Environment The Welfare Ground - Tennis Courts/Severn Square</p>
2	Outseats Farm/Village Green

1/2/3	Task
3	DDA and Station improvement: To review and monitor plans for DDA access at Alfreton Station
3	Health and Safety review: To continually monitor and report on Health and Safety Issues for the Council
3	Local Council Award Scheme (LCAS): To implement procedures and provide documentation for application of the Quality Level
3	Christmas Event 2017
3	Survey of Alfreton House: To conduct a survey of Alfreton House and consider remedial work
3	Christmas lights contract: To review and implement improvements of the scheme
3	Future Planning of staff resources
3	Policy and procedures review: To ensure best practice and governance
3	Car Parking to land adjacent to Football Ground

ATC - Alfreton Town Council
 AVBC - Amber Valley Borough Council
 DCC - Derbyshire County Council

ATC -
 OA

Update	Minute
27.01.18 Wreath to be laid 11:00am	07.11.17 (9)
AVBC-More details requested	05.09.17 (14)
TBA	16.01.18 (5a)
Report to Jan 18. Meet AVBC 26.01.18	16.01.18 (14a)
Meet with Police 07.12.17. Approved gates £2500.00 due 15.02.18	17.10.17 (10h) 16.01.18 (10c)
To a future meeting	17.10.17
Interpretation Boards installed and walk 06/09/17 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 Trail 11: David Nieper Academy ? 12: Centenary Nature Reserve	20.12.16 (10b) 13.06.16 (10b)
Borough Councillor submitting application for funding. £7500.00 earmarked from Council to support scheme on 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
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 conditions October 2017.	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 19.09.2017 (9)

Update	Minute
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)
Dec 17. Risk Assessment review due 2018.	08.07.14 (12c) 18.11.14 (11g) 14.07.15 (14b and 15h) 12.01.16 (15a)
Draft policies and procedures complete. Reprt to January.	18.11.14 (11j) 03.11.15 (11c) 24.01.17 (11b) 14.03.17 (15b)
Successful raised >£2300.00	24.01.17 (11b)
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)
Replacement of lights on High Street £26000.00 contract £4000.00 other Installation to start w/c 30/10	10.03.15 (17i) 16.05.17 (10a)
Ongoing. Report Oct 2017 Office Assistant.	13.06.17 (10d)
All policy review for LCAS Civic Protocol Jan 17 (adopted) Health and Safety Dec 17 (reviewed) Financial Regs Dec 17 (reviewed)	Governance
Support Alfreton Town Football Club in receiving a response from AVBC	17.10.17 (10a)

TC - Town Clerk
 Assistant Town Clerk
 \ - Office Assistant

Budget	Completion date	By
Mayoral (£4000.00)	27.01.18	OA
None yet required	20.02.18	
No Budget Required	08.02.2018	
Cash Office (£15700.00)	01.04.2018	TC
£2500.00		
Properties (£24000.00)	28.02.2018	
TBA	01.05.2018	TC
20.12.16 £2680.00 minimum up to £3000.00		
Properties (£24000.00)	Ongoing	TC
£7500.00		
Environment (£15000.00)	01.05.2018	ATC/S MC
No budget required		
Environment	18.12.18	TC

	By	Respo nsibili ty
No budget set Environment?	Ongoing	TC
No budget required Any action will be under necessary budget	31.12.2018	ATC
£3500.00 Local Council Award Scehme Budget (£3500.00)	28.02.2018	ATC
£7000 Events Budget (£7000.00)	24.11.2018	GD
No specific budget set Properties (£24000.00) Environment and Lights	Ongoing	ATC
£24000.00 Christmas Lights Renewal £6000.00	24.12.2018	ATC
No budget required	Quarterly	TC
No budget required	20.02.2018	ATC
No budget required	Ongoing	