**Clerks Report**

**16th June 2025**

**Planning the Full Council Meeting of the Parish Council;**

The formal **parish council meeting** agenda was produced to discuss ongoing projects, address community concerns, and discuss decisions regarding upcoming initiatives.

**Annual Governance and Accountability Return (AGAR);** Submitted to PKF Littlejohn in London for the purpose of external audit – awaiting outcome.

**Cenotaph Installation;**

- **Transfer of the memorial plaque** to prepare for the new structure. **Now complete**
- **Installation of foundations** to ensure stability. **Now complete**
- **Removal of shrubs. Now complete**
- **Installation of the base** for structural support. **Now complete**
- **Installation of the new cenotaph**, marking a significant milestone in the project. **Now complete**

**Additional Infrastructure Enhancements;**

Several supporting installations are planned to enhance the site:

- **Installation of railings** for safety and aesthetics. **Due week beginning 14th July 2025**
- **Installation of surface wiring** to support lighting **On hold, awaiting re-design**
- **Installation of resin-bonded resurfacing** to provide a durable and visually appealing finish. **On order for week beginning 21st July 2025**.

**Normal Duties - Management of Funerals, staff, website, allotments and day to day administration**

**Funerals;** I have continued to ensure that funeral arrangements and legal documentation are handled respectfully and efficiently. This includes liaising with families, funeral directors, and maintaining cemetery records.

**Granite Vaults;** An additional x10 vaults have been installed to meet demand

**Invoices** have been paid on time

**Finance records;** have been maintained and monitored

**Staff payroll;** has been paid on time and annual leave recorded

**General enquiries;** to the office have been answered or referred to council for decisions.

**Cemetery Software and Mapping Training**

Training in **cemetery software** and **cemetery mapping** is currently being undertaken to improve record-keeping, enhance efficiency and ensure accurate documentation of burial plots. These training sessions have been suspended due to other projects which are time limited

**Production of the Village Newsletter**

The **village newsletter** is in progress and is scheduled for distribution to all properties in **June 2025**. This publication provides important updates, community news, and information on upcoming and past events and is an excellent tool for community engagement. The preparation and design of the newsletter requires significant time and effort to ensure accuracy and engagement.

**Management of Events;**

VJ Day will be marked by BPC with an event in the park on **Saturday 16th August 2025**. I am involved with the planning, risk assessment and coordination with local organisations to ensure a meaningful and respectful celebration for the community.

The opening of the new war memorial on Jubilee Corner is scheduled for **Sunday 12th October 2025.** To mark this significant milestone in the history of Barnton and the Parish Council. I am involved with the planning, risk assessment and coordination to include a road closure and engagement with BMH for refreshments after the service.

Remembrance Sunday falls on **8th November 2025.** I am involved with the planning, risk assessment and coordination with local organisations to ensure a meaningful and respectful service for the community.