Clerks Report

13th October 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.

The formal quarterly **parish council Finance Committee meeting** agenda was produced to approve financial documents and discuss the 2026/27 budget

War Memorial enhancement/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**
- **Management of a public event to mark the opening of the new site. In progress**

Additional Infrastructure Enhancements;

Several supporting installations are planned to enhance the site:

- **Installation of railings** for safety and aesthetics. **Now complete** • **Installation of surface wiring** to support lighting **complete**
- **Installation of resin-bonded resurfacing** to provide a durable and visually appealing finish. **complete**

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

Cemetery;

I work to ensure that funeral arrangements and legal documentation are handled respectfully and efficiently. This includes liaising with families, funeral directors, and maintaining cemetery records. However, following my recent annual leave I have received complaints from Funerals Directors about availability for funerals at Barnton Cemetery.

Invoices have been paid on time

Finance records; have been maintained and monitored - final external audit received and published

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.

Appointments; I have facilitated appointments to see people face to face in the council chambers an average of 5 times per week.

Assertion 10;

Assertion 10 is a new requirement in the 2025/26 Annual Governance and Accountability Return (AGAR), requiring councils to demonstrate practical compliance with UK GDPR, data protection laws, and digital governance standards.

Assertion 10 becomes mandatory starting with the 2025–26 financial year, therefore it applies to Annual Governance and Accountability Returns (AGARs) submitted for the year beginning 1 April 2025.

This includes;

- **Using council-owned email domains (no Gmail or Hotmail)**
- **Maintaining an accessible website (WCAG 2.2 AA)**
- **Having a written IT and data policy**
- **Demonstrating UK GDPR and Data Protection Act compliance**

The legal foundation, GDPR, already exists, however, **Assertion 10 makes it a declared governance responsibility**—and failure to comply could raise red flags during audit or public scrutiny. The policy sets out how Barnton Parish Council manages its IT systems, digital communications and personal data to ensure compliance with UK GDPR, the Data Protection Act 2018, and the standards required under Assertion 10 of the 2025–26 Annual Governance and Accountability Return (AGAR) as outlined in the SAPPP Practitioners' Guide 2025.

I am working with council approved IT contractor, Rabbit Digital and Itseeze to migrate the website to a new compliant model.

I am working with Rabbit Digital to purchase .gov.uk email addresses for staff and members of Barnton Parish Council

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 take precedence due to dates of events. The data entry of burial records 2016 - 2025 remains a priority for October 2025

Management of Events;

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 **9th 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.

Installation of community benches;

Licences for two benches have been received by CW&C. (Runcorn Road, Stoneheyes Lane) The licence for a bench on Broadway was refused due to objections received. (agenda items 9.6, 9.7)

5 year strategic plan

I am working to establish/advise a working group to produce a strategic 5 year plan for Barnton Parish Council

Vandalism

6th October 2025, I responded promptly to complaints regarding graffiti on council-owned property. In addition to addressing the immediate concerns, I reported further instances of graffiti on non-council sites to Cheshire West and Chester Council. The graffiti on council property was removed by a local contractor on 7th October

Building Maintenance

Storm Amy (3/4 October)cause damage to the roof of the building - I arranged for the tiles to be replaced and the roof made safe 10.10.25

Training;

I am working with ChALC and CW&C Monitoring Officer to facilitate member training as recommended by the MO

T. Critchlow, 07/10/25