

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

**Cemetery**

Funeral arrangements and legal documentation are handled respectfully and efficiently. This includes liaising with families, funeral directors, and maintaining cemetery records.

**Finance**

Records, spreadsheets etc.. have been maintained and monitored

Staff payroll has been paid on time and annual leave recorded

Invoices have been paid on time. **Prepared budget presentation and precept calculations.**

**General enquiries**

Visitors to the office have been received, emails and telephone calls answered and/or referred to council

**Complaints**

Dealt with complaints in a timely manner and offered reassurance where necessary - **currently specifically flags and dog fouling**

**Appointments;** Facilitated appointments to see people face to face in the council chambers an average of 5 times per week.

**Play inspections**

Acted in a timely manner to facilitate repairs where necessary

**Communication**

**Working as a conduit between the community and the council on Marbury Planning Concerns, Winnington Solar Farm, Restore Habitat UK**

**Planning the Meetings of the Parish Council;**

The formal parish council meeting agendas and associated documents were produced to manage finance, staffing, ongoing projects, address community concerns, and discuss assets & initiatives. Associated Minutes were produced and distributed in a timely manner

**Cemetery**

**Due to suspicious activity late at night in the cemetery, I have installed a ring doorbell to the rear of the building and ordered an extra security light.**

**Data entry of burial records 2016 - 2025; Working on the transcription of registers to Epitaph software to complete the on-boarding of cemetery records from registers to digital.**

**Cheshire Police**

**Working with CP to save PCSO's by circulating to address book and by adding the link to vote to the website. The survey closes at 12 noon on Friday 23rd January.**

**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.

- **Working with members and IT consultant to ensure access to council-owned email domains to eliminate the use of personal email addresses**
- Worked with IT consultant to migrate the websites and deliver a compliant and accessible website (WCAG 2.2 AA)
- Produced BPC IT and data policy

### **Legal;**

Working with Zurich insurance and other legal advisers to address legal issues

### **Training;**

- **ChALC Code of Conduct training as per CW&C Monitoring Officer recommendation. (27th Jan 26)**
- **Training in cemetery software and cemetery mapping to improve record-keeping, enhance efficiency and ensure accurate documentation of burial plots has been scheduled for February 2026**

T. Critchlow, 13/01/26