

### 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.

### General enquiries

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

### Complaints

Dealt with complaints in a timely manner and offered reassurance where necessary - **currently land sale in progress on Runcorn Road**

**Appointments;** Facilitated appointments to see people face to face in the council chambers an average of 4 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.**

**Working with members and TATA to ensure accountability in local issues**

### 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

### Planning

- **Working with CW&C, Brown Rural and residents regarding sale of 5.57 acres of land at Runcorn Road CW8 4HD**

### 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 compliance and access to council-owned email domains**

### Legal;

- Working with Zurich insurance and other legal advisers to address legal issue

### Training;

- **Training in cemetery software and cemetery mapping to improve record-keeping, enhance efficiency and ensure accurate documentation of burial plots is on-going**
- **9th February 2026; I attended GDPR Accountability and Lawfulness delivered by Breakthrough Communications**
- **13th February 2026; Due to changes in the law for grave preparation/excavation, I attended a training session run by NTC**
- **ChALC training is available to all members** [file-1002312.pdf](#)