

## Cemetery

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

- Cemetery software downloaded to laptop for home use.
- Software training in progress with Frodsham TC

## Allotments

- Allotment Inspections carried out
- Worked with volunteers and contractors to address fly-tipping of communal allotment areas.
- Allotment Invoices distributed

## Finance

- Records, spreadsheets etc.. have been maintained and budgets monitored
- Staff payroll has been paid on time and annual leave/sickness leave recorded
- Invoices have been paid on time.
- Work has begun in preparation for audit.

## 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.

- Working with residents and BFC to address Tree issues

**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/Consultations/Planning

- Groundworks, Jubilee Corner - Measures taken to reduce ingress of invasive plants
- National Planning Policy Framework consultation submitted
- Peak Cluster project consultation submitted
- Invitations sent out for inclusion in newsletter
- Meeting with Restore UK to discuss revision to proposals
- Planning applications distributed and comments submitted where necessary

## Planning the Meetings of the Parish Council;

The formal parish council meeting agendas and associated documents were produced to manage Full Council Meetings, Finance committee meetings, Staffing committee meetings, address community concerns, and manage assets & initiatives. Associated Minutes were produced and distributed in a timely manner

## Website/Assertion 10

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

- Working with IT consultant to monitor compliance and access to council-owned email domains
- Updated & Published TRO's etc..to website,
- Published agendas and minutes to website.

## Legal;

- Working with Zurich insurance re; 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 with Frodsham TC