

NORTON CUCKNEY HOLBECK AND WELBECK PARISH COUNCIL

ACTION REGISTER

OUTSTANDING PROJECTS AND ACTIONS

| Project Name & Objectives | Start Date | Assigned Councillors | End Date | Actions |
|---|------------|---|------------|--|
| Dog Fouling and Fly-Tipping Project Establish surveillance measures to aid in the deterrence of fly-tipping and dog fouling. | 08/02/2024 | Cllr. James Palmer Cllr. Matthew Evans | TBD | [1] Arrange a meeting with Bassetlaw District Council to discuss the issue of fly-tipping and dog fouling in the Parish to establish what measures can be taken. |
| A60 Safety Project | 14/03/2024 | Cllr. Gemma Palmer Cllr. Matthew Evans | TBD | [1] Establish an online traffic incident reporting form. [2] Scope the costs of purchasing and installing Speed Indicator Devices. [3] Write an article for the newsletter to inform residents of the plan. |
| Holbeck Noticeboard Replacement | 09/11/2024 | Cllr. Nancy Wright | 30/04/2024 | [1] Confirm the style and colour of the new noticeboards. [2] Confirm with Nottinghamshire County Council permission to replace the boards. [3] Order new noticeboard. [4] Install new noticeboards. |
| St Winifred's Church Bench Replacement | 09/11/2024 | Cllr. Nancy Wright | 30/04/2024 | [1] Confirm size of the bench with the PCC [2] Order Bench [3] Install Bench |
| D-Day Celebration Event | 11/01/2024 | Cllr. Nancy Wright | 06/06/2024 | [1] Agree time for event. [2] Hire equipment and film rights. [3] Advertise event. [4] Host screening of the film. [5] Send proceeds to the Royal British Legion. |
| Cuckney Playpark Project | 12/12/2024 | Cllr. Conor Marples | TBD | [1] Contact Playdale about the warranty on the equipment. [2] Remove zipline [3] Find funding for new equipment and maintenance. |
| Cuckney Car Park Project | 14/03/2024 | Cllr. James Palmer Cllr. Nancy Wright | TBD | [1] Hold the first meeting of the Capital Project Delivery Committee. |

| | | | | |
|--------------|--|--|------------|---|
| | | Cllr. Georgina Smith Cllr. Conor Marples | | [2] Meet with Welbeck Estate to discuss lease on playing field and lease on Norton and Cuckney Village Hall. |
| HR Committee | | Cllr. Kelvin Wright Cllr. Jackie Cuckson Cllr. Matthew Evans Cllr. James Palmer Cllr. Nancy Wright | 07/07/2024 | [1] Open a consultation and review the TUPE status of the Clerk's contract [2] Create a job description and model contract for the new Clerk to the Council [3] Select candidates for the post of Clerk [4] Hold interviews for the post of Clerk [5] Appoint the new Clerk [6] Open a consultation and review the TUPE status of the Lengthsman's contract. [7] Create a revised job description and revised contract for the Lengthsman based on the Consultation. [8] Implement the new contract for the Lengthsman |

COMPLETED PROJECTS AND ACTIONS

| Project Name & Objectives | Start Date | Assigned Councillors | End Date | Actions |
|----------------------------------|------------|----------------------|------------|--|
| Newsletter Distribution | 20/01/2024 | Cllr. Jackie Cuckson | 20/04/2024 | [1] Liaise with newsletter distributors to establish which properties are being missed [2] Create a new distribution list to capture all properties [3] Create a monthly mailing list for outlying properties if applicable |
| .Gov.Uk Digital Transfer Project | 11/01/2024 | Cllr. Matthew Evans | 31/03/2024 | [1] Confirm domain provider and website and E-Mail hosting. [2] Purchase the package from 'Parish Online' and confirm the new domain name and inbox names. [3] Transfer data to the new website |

| | | | | |
|--|--|--|--|---|
| | | | | <p>[4] Inform councillors of new inbox usernames and passwords.</p> <p>[5] Inform members of the public of the new website.</p> <p>[6] Establish Parish Council Facebook Page</p> <p>[6] Deadline for transition to new E-Mail inboxes by 31st March 2024</p> |
|--|--|--|--|---|