

Agenda item 10

Clerk's report

- a) Parish Office IT equipment – migration of files and background set up underway and should be complete prior to Christmas.
- b) Cemetery – a two day tidy up programme was undertaken by all 3 PMOs on 11/12th December to improve overall appearance of the Cemetery.
- c) The Parish Office is closing at 12.00 on Friday 21st December and will not re-open to the public until 9.00 am on Wednesday 2nd January 2019 (Wednesday opening an exception following Christmas shutdown). Grounds staff will be working between Christmas and New Year and will have specific tasks to complete.
- d) Cemetery Management training was attended by Deputy Clerk at LRALC in November.

JYW/12th December 2018