

**AWRE PARISH COUNCIL** Schedule of works – Council Assets

Dated; 18.1.2016

Number	Description	Task(s) involved	Designated Member Of Council	Comments
1	Blakeney toilets	Inspection of building and interior. Monitoring CCTV – as/when.	Cllr R Fellows/Cllr Marshall	
2	Blakeney Cemetery (Inc. Lychgate	Monitoring contractors work. Inspection of grave safety-Annual.	Cllr P Deighton	
3	Bus Shelters(5) A48	Checking safety/graffiti/rubbish.	Cllr R Fellows	
4	Awre Notice Board	Checking condition.	Cllr G Bullock	Needs attention
5	Blakeney Notice Board	Checking condition.	Cllr K Allen	Oiling. Leak
6	Seats(7)-Various locations	Checking on condition.	Cllr G Bullock	Awaiting repairs
7	Red Phone Boxes	Checking condition-ongoing. Liaising with 'adopters'-Ongoing	Cllr K Stevenson	All need repainting
8	Grass Areas;-Nibley,Brook St., Bridge St., B'ney Surgery	Checking that grass cutting is satisfactory, rubbish, safety, damage.	Cllr K Allen	Some tyre damage
9	A48	Attending A48 meetings.	Cllr Stevenson	
10	Emergency Plan	Representing APC.	Cllr M Marshall	
11	Defibrillators Blakeney/Awre	Checking regularly.	Cllr Allen/Cllr Marshall	
12	Council website	Ongoing update.	Cllrs Fellows	
13	Newsletter	Bi-monthly compilation/printing & distribution.	Mr Bob Watters & Clerk	
14	Forestry Commission Mtgs	Attend meetings	Cllr Stevenson	
15	Snow Warden	Deal with problems caused by winter weather, liaise with Snow Plough Operators & County Highways.	Cllr Deighton	
16	Annual Calendar	Compile/print/distribute	Cllr Fellows/Mr Watters/Volunteers	Ask for contributions/design earlier in year.
17	Highway Matters.	Liaising with Highways over road damage, drainage & flooding problems.	Cllrs Marshall, Cllr Bullock, Awre	