

Number	Description	Task(s) involved	Designated Member Of Council	Comments
1	Blakeney toilets	Inspection of building for damage. Inspection of interior for cleanliness. Monitoring CCTV – as/when.	Cllr R Fellows/Cllr Marshall	Read meters.
2	Blakeney Cemetery (Inc. Lychgate	Monitoring contractors work-Mthly. Liaising with contractor-ongoing. Inspection of grave safety-Annual.	Cllr K Allen	
3	Bus Shelters(5) A48	Checking safety/graffiti/rubbish.	Cllr R Fellows/Allen	
4	Awre Notice Board	Checking condition.	Cllr Bullock	
5	Blakeney Notice Board	Checking condition.	Cllr K Allen	Oiling, leak
6	Seats(7)-Various locations	Checking on condition.	Cllr G Bullock	
7	Red Phone Boxes	Checking condition-ongoing. Liaising with ‘adopters’-Ongoing	Cllr M Marshall	In hand
8	Grass Areas;- Nibley, 3 pieces adjoining Blackpool Brook, Blakeney. Land adjoining B’ney Surgery	Checking that grass cutting is satisfactory, rubbish, safety, damage- Ongoing.	Cllr K Allen	
9	A48	Attending A48 meetings.	Cllr T Ware	
10	Emergency Plan	Representing APC.	Cllr M Marshall/R Cotton	Ongoing-RC to liaise with MM
11	Defibrillators	Checking regularly.	Cllr K Allen/Joanna Scott	
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 Cotton	
15	Snow Warden	Deal with problems caused by winter weather, liaise with Snow Plough Operators & County Highways.	Cllr M Marshall	
16	Highway Matters.	Liaising with Highways over road damage, drainage & flooding.	Cllrs Marshall, Cllr Bullock, Fellows,Cotton	Highways Group meet with BW

Dated ; 20.11.2018

David Preece - Clerk