

Clerk's Duties – July 2015

1. WBTC accounts and audit (payments/invoices/statements/bank reconciliation)
2. Mechanics Institute accounts and audit
3. Sports Association accounts and audit
4. Budgets
5. Allotment Site
6. Brookfield Pond Nature Reserve
7. Shallcross Incline Greenway
8. Highways issues
9. Footpath issues
10. W4W Projects
11. Mechanics Institute
12. Staff Administration
13. Office Management (Equipment/Data Protection/Storage/F.O.I. /Public)
14. Staff Payroll
15. Insurance
16. Newsletter
17. Risk Assessments
18. Meetings and Agendas
19. Minutes
20. Project Management (Liaison/Research/Information and reports/Quotes/Contracts)
21. Grounds Maintenance

Clerk's Assistant Duties List – July 2015

Sports Association Administration

1. Logging booking requests/confirmations.
2. Logging/issuing invoices.
3. Matching bookings requests to invoices.
4. Receipting invoices on payment.
5. Preparing cash/cheque payments for banking.
6. Agendas/Minutes for meetings.
7. Annual Risk Assessment of sports facilities.
8. Assisting with invoices for payment checking.
9. Liaising with Caretaker.
10. Organising repairs & maintenance

Town Council Office

1. E-mails
2. Post
3. Telephone
4. Public enquiries
5. Correspondence list
6. Planning – new applications & decisions lists, agendas and minutes.
7. Meeting preparation
8. Payment of accounts
9. Letters
10. Information gathering
11. Filing
12. Noticeboards
13. MI booking enquiries
14. MI user payments

WBTC Current Projects/Activities

1. WW1 Memorial tree and plaque
2. Community payback team projects (Canal Basin, Brookfield Pond path).
3. Mechanics Institute – windows
4. Mechanics Institute – new boiler
5. Mechanics Institute – solar panels
6. Mechanics Institute – negotiations with F Robinson for garage area lease
7. Canal Street/Canal Basin access road improvements
8. Canal Basin Car Park – re-design (ex bring-site area)
9. Internet banking
10. Shallcross Incline wall
11. Mechanics Institute – library lease
12. MMA Footpath work
13. Wharf Road fencing (planning app enforcement)
14. Ringstones Business Park entrance sign and boards
15. Youth Services (Footsteps and café)
16. Brookfield Pond tree survey
17. Brookfield Pond path
18. Regeneration grant
19. Village entry signs
20. Notice boards for FV and Bridgemont (new/planning app)
21. Relocation of missing entry signs for FV and Bridgemont
22. Photocopier lease and charges
23. FV Wastewater Treatment Works (odours)
24. Re-trunking the A6
25. Affordable housing proposal at Bridgemont
26. Shallcross Incline surface repairs and drainage
27. Station car park – relocating central path
28. Station car park – relocating signs
29. Goyt River Bridge
30. Allotment projects
31. Local Council Award Scheme
32. Neighbourhood Plan
33. Cromford Court – cuts to funding for alarm call system
34. Community Asset Register
35. Newsletters (four per year)

- 36.** COGS – FV Field
- 37.** Village entry sign for Macclesfield Road
- 38.** Bingswood Road – unadopted section
- 39.** Gladmans Planning Application – Linglongs Road
- 40.** Annual Community Award
- 41.** Cromford & High Peak Railway Footpath – extension and maintenance
- 42.** Allotment lease re-negotiation with HPBC
- 43.** Christmas trees & festivities
- 44.** Gritting, Grit bins and Winter Maintenance