

Jobs list							
Where	What	Priority	Notes	RAG	Time allocated	Allocated to	Material costs
Allotments	Clear waste wood and soil	Medium	Grabber quoted £800, consider external company		0	JnJ	
Allotments	Mow allotment paths, car park and vacant plots	Ongoing	Three times a year; June August and October			JnJ	
Allotments	Blocked drainage ditch	Low	Investigated but cant clear as allotment holder has key		30 mins	JnJ	
Allotments	Muddy entrance	Low	Investigated but will need to quote to level or bring in external company		0	JnJ	
Allotments	Rotten shed floor	High	Cover floor			JnJ	
Parish	Maintain borders, weed and prune bushes as required around village car park and MFF car park	Ongoing	These should be weeded each month and pruned at the appropriate time of year.			JnJ	
Parish	Trim hedges around war memorial and car park	Ongoing	<i>Do not do flowers at the War Memorial as these are done by the Therapy Garden</i>			Jon	
Parish	PAT testing	High	Two laptops, phones, printers and contents of container		1.5 hours	Jon	
Parish	Stock take	low	stock take of drinks, cups, coronation supplies in container		1.5 hours	Jon	
Parish	Fallen tree on Glaziers Lane	Urgent	Make safe		30 mins	Jon	

Parish	Maintain noticeboards; clean, sand and varnish where necessary	Ongoing	Aim for 3 boards per month if weather permits			Jay	
MFF	Trip hazard around new picnic bench	High	Will shanfer to eliminate trip hazard			Jon	
MFF	Bollard lense smashed on roadway towards Archery club, by NVH	Medium	Invesigate, buy and fit replacement			Jon	
MFF	Check benches by brambles for rot as underwater for weeks in Dec/Jan	Low	Investigate			Jon	
MFF	Reaoir to height barrier	URGENT	Car drove into barrier with load on roof rack - make safe and repair damages			Jon	
MFF	Hand rail broken on MFF footbridge	High	Screw back on pr replace, as necessary			Jon	
MFF	Car park lighting failed	Urgent	Fault found to be an error in wiring caused by building works at the shop, Jon liasing with Normandy Shop and Café for a resolution			Jon	
NC	Clean / varnish Wildlife signage	Ongoing				Jay	
NC	Pathway from swings to pavillion	High	Sweep pathway			JnJ	
NC	Bench by see saw	High	Make good			Jon	

NC	Picnic table by car park	High	Replace wooden footing using sleepers at the container, concrete in place			JnJ	
NC	Permissive horse riding track and footpath signage	Low	Order and place signage			Jon	
NC play area	lay soil and pack in around trampoline	High	Trip hazard identified by ROSPA inspection, lift all matting, level ground, relay matting and peg down, soil over and final level		7 hours Jon 4 hours Jay	JnJ	
NC play area	Cracked bench slats	Medium	Investigate extent of damage			Jon	
NC play area	Zip wire ground uneven	High	Roller ground		3 hours Jon 2 hours Jay	Jon	
Pond	Signage on empty post	Low	Replace			Jon	
Pond	Brass bench plaque	Low	Clean and move			Jon	
Football pavillion	Inspect weekly whilst building closed down.	Ongoing	Inspect weekly for signs of defects, damage, vandalism or unauthorised access.		2 hrs	Jon	
Football pavillion	Prepare building for reopening and legionella water testing	URGENT	Turn on water. Legionella test to be carried out 24 March by Geoff Doven. Rounders club to start end of April (24th) - clean and tidy in preparation.		2 hrs	Jon	
Football pavillion	Repair toilets	High	Replaced syphons, ball valves, flush handles and cistern hall fixings x2		3 hours	Jon	
Football pavillion	Take water meter reading	High			30 mins	Jon	