Service Delivery Department Request Log for Councillors STC Officers and Members of the Public

Enquiry Number	Date	Cllr /Officer Name	Method of enq'y	Brief Details	H&S Priority	PRIORITY LEVEL	Allocated To	Action Confirmed	scheduled Date	SDM Sign Off	Completion Date
10820	29/08/23	Resident Grenfell Avenue Saltash.	email - Services	Grenfell Allotments - Allotment fencing to the rear of 45 Grenfell Avenue - email from reisdent received regarding the Poor State Of The Original Chain-Link Fencing With Concrete Posts Behind 45 Grenfell Ave. Town Clerk Has Requested ASDM To Attend Site And Take Recent Pictures And Report Back Accordingly i.e Costs And Possible Repair Options etc. - (MC)		LOW	ASDM	Job on hold Not Enough Money In The Budget To Complete Works This Financial Year.	On Hold.		
10871	29/05/24	Staff	Internal	To replace damaged bumper board and timber structure to the pontoon		Medium	ASDM	This will form part of the genral maintinance	Ongoing	TBA	
10891	21/10/24	Guildhall	Internal	Guildhall hearing loop to be tested		Medium	ASDM	Test day TBC	04.12.2024		
10892	21/10/24	Guildhall	Internal	Churchtown cemetery plan Design and fittings		Medium	ASDM	Designs to be finalised	Dec		
10895	22/10/24	Guildhall	Internal	Look at shelving for the Admin cupboard in looby of Guildhall		LOW	ASDM	Will need to remove the old cupboard to then place shelving into the space. Will need to make new doors to fit.	Nov/Dec		
10899	31/10/24	SDD	Internal	Carpet in chamber and first floor landing needs stretching to reducing ruckking		LOW	ASDM	To be looked at soon	Dec/Jan		
10900	11/01/24	SDD	Internal	Staining at Churchtown cemetery gates and toilets		LOW	ASDM	Work to be done over winter period	Dec		
10901	11/06/24	Guildhall	Internal	To prchase and fit double gates at St Stephens Church		LOW	ASDM	Will need to measure correct size to fit exsisting space	Jan		
10904	13/11/24	Guildhall	Internal	To approve the purchase of a water heater for the public toilets (allotment holders and funerals) at Churchtown Cemetery at a maximum cost of £200 allocated to Budget Code 6000 Petrol.		MEDIUM	ASDM	Job to be done once Michael is back from holiday	Dec/Jan		
10906											