

Administrative

The clerk holds a wide range of documents and registers, many of them historical, for which in most cases it is not practical to scan and store as digital records.

Following the cemeteries training course in November '25 the clerk has been researching fireproof safes. Many of these, however, are too small for some of the more historic registers, which would fit into the drawer of a fireproof filing cabinet.

A fireproof filing cabinet would have the added advantage of providing secure storage space for electronic items such as the parish laptop and mobile phone when the clerk is on annual leave.

Funds:

Revenue: Office Supplies	£ 750.00
Earmarked Reserves: Grounds & Asset Maintenance	£5000.00

Powers:

Local Government Act 1972 s.111 - Power to do anything that will facilitate, be conducive to or incidental to the discharge of its powers and functions.

A two drawer 90 min fireproof cabinet can be purchased for less than £1000.00 plus VAT.

Recommendation:

The parish council authorise the purchase of a two drawer 90 min fireproof filing cabinet at a cost of not more than £1000 plus VAT, and approve the transfer of £1000 from Earmarked Reserves (Grounds and Asset Maintenance) to Revenue (Office Supplies).