

# Clerks Update April 2016

## **Policies.**

Following on from last month, councillors comments on the Equal Opportunities, Vandalism and Anti-Social Behaviour and sports club policy have been incorporated and taken to RaAG. These will be emailed to you for final comments and agreement.

Our current publication scheme is out of date and needs amending. I have attached for your reference the current one and the one which now represents best practice, as recommended by the Information Commissioners Office. Could you let me know if you require any changes please before I publish it?

## **Website**

Currently none of the parish council's policies are on the website, which they should be as best practice. Therefore an extra tab is being added onto our existing website for this – once done I will upload our policies into an e-library for public perusal. A transparency code tab will also be added so that the public can find this easily, as this information must be displayed by law.

Overall though, as has been discussed previously, the website is outdated. We have money in the budget for a new one which I will get quotes for during the quieter summer months. This can then be up and running by the time our current website contract expires, early next year.

## **Staffing**

Caretaker recruitment will commence shortly now the head caretaker has returned from annual leave.

## **Facilities**

The heating pump has now been repaired and all repairs and services within the boiler room are complete, with the exception of the water tanks which are due to be cleaned.

Annual electrical testing will be carried out within the next month.

## **Playgrounds**

Three quotes have now been received and have been considered by RaAG. These will now be looked at by FAG before coming to council for a final decision. Work is still ongoing to obtain more grants and funding.

## **Grounds**

As requested quotes have been obtained from contractors to carry out the work on Roundhouse Park which we will be responsible for (verges, football field etc). A proper tender process will need to be followed if this goes ahead but as a rough first quote one contractor suggested £300 per visit (weekly or fortnightly would have to be decided) with the other recommending fortnightly cuts throughout 9 months (March- Nov) and monthly in winter, plus Spring & summer lawn sand treatment to playing field & three play areas for the cost of £7875-00 + vat p.a.

Tractor quotes for lease and purchase have been obtained for FAG to discuss.

## **Office**

The IT systems within the office have been updated. We are in the process of setting up an electronic diary for the quads to cut out the paper diary as we are already getting booking requests for next year.

A huge office clear-out of some of the existing filing has been undertaken.

I am currently carrying out all of the end of year financial processes ready for the annual audit.

### **Bookings**

Bookings have remained constant, with the only consistent gaps being in weekday afternoons. A NHS trainer is interested in making a daily booking for the next two years to hold paramedic training, which should be confirmed shortly and other regular booking have been taken- a new monthly ballroom class, and weekly karate and French classes. The booking spreadsheet is now taken to RaAG each month instead of Council, with a spreadsheet showing month on month income attached for council instead (to follow).

### **General Update**

- Unity trust, who we have opened a bank account with, have changed their charges from £5 per month to £6 per month plus 15p per transaction – including cheque payments we make and BACS payments we received. This will be discussed by FAG.
- £75000 have been moved to both Unity Trust and Nationwide. I await the precept before opening additional savings accounts.

Sonya Blythe  
Parish Clerk  
6 April 2016.