

Clerks Update June 2017

Staffing / Councillors

- The Apprentice Groundsman has started work with us.
- Recruitment is underway to replace the Administrator and Assistant Parish Clerk.

Minutes

Actions from last month's minutes not covered elsewhere:-

- Personnel Committee – I drafted and circulated draft terms of reference to the members who expressed an interest in sitting on this committee for consideration at its first meeting.
- Ramps for storage containers are being made and should be in place shortly.
- The dog waste bags will be in location around the parish shortly for a trial period. The grounds staff have already started carrying bags.

Facilities

- I'm in the process of ordering the defibrillators for both locations.
- The equipment charging area for the grounds staff should be installed in the pavilion shortly.
- Annual fire extinguisher checks have been completed by Flameskill.
- Water tanks have had the annual clean by KGB.
- A fault with the sound system has been repaired.
- RAAG will raise the possibility of microphone purchase for meetings.

Grounds / Amenities

- Spraying has been carried out at the recreation ground by Norse.
- Norse were also contracted to mark out and cut the cricket pitch on one occasion due to staff sickness.
- I have had several calls about overgrown verges around the parish. The majority of Roundhouse Way is still managed by the developers. Unfortunately their grounds contractor believed that the contract had ended and so stopped cutting; the developer believed that the contract was still current and that the work was being carried out. I have reported this to both of them and they are working to resolve it. I am chasing frequently. Regarding the remaining verges, we have been short staffed and also suffered from a fault in the main mower. A cut has been booked for 2 June 2017.

- A sign has been ordered, requesting that pavilion hirers do not park close to the container entrances.

Office

- The application for Quality Council status will be submitted shortly.
- The insurance company have started work to claim back the flood costs from the developers.

Playgrounds

A zip wire has been added to the playground order for the recreation ground as an improved price was agreed upon. This has put the original installation date back by a couple of weeks. I am now having the pre-start meeting with HAGS on 27 June with installation likely to commence on 5 July.

Parish

A couple of forthcoming road closures have been added to the website and facebook page. These are updated as regularly as possible. Yellow lines should be started on 5 June.

The Hub have organised a community picnic for 17 June – I have given permission for the grass outside the playground on Dragonfly Lane to be used.

Finance

- The end of year audit has been assessed and signed off by the internal auditor. Once Council have considered it, it will be sent to Mazars for the external audit. The mid-year audit for November will be arranged shortly.

Bookings

As always, evenings are packed at both locations, with mornings being quite busy and afternoons having plenty of availability. Cllr Chiles is working on a cinema event.

The income spreadsheet showing month on month income is attached.

Sonya Blythe
Parish Clerk
1 June 2017.