

Clerks Update July 2017

Staffing / Councillors

- Samantha Henry will start with the Parish Council from 10 July as Administrator and Assistant Parish Clerk. Andrew Harrison leaves us on 21 July.
- Recruitment is underway for a part-time groundsman / handyman and a zero-hours caretaker.
- A staff meeting has been held with the Chairman.

Minutes

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

- The Police newsletter has been uploaded to the website as requested. I have drafted a letter to be sent regarding police attendance at meetings. We have a new PCSO - Matt Bradshaw – looking after Cringleford.
- The parishioner who would like to purchase a memorial bench for the recreation ground has been contacted.

Facilities

- Defibrillators have now been ordered. The cheque is to be signed at the July meeting and they should then arrive within a week.
- Microphones for meetings have now been ordered and will arrive w/c 10 July.
- The Willow Centre wifi zone director had to be repaired which cost £1400. The equipment that we have is no longer supported and so cannot be repaired again. This is something that needs to be added into the next budget process, when wifi for the office and building as a whole can be looked at completely.
- Work in underway to obtain window, roofing, table and chair quotes for the Pavilion, as a starting point for the works needed.

Grounds / Amenities

- Proscapes have caught up with most of their work on Roundhouse park. The remainder of the parish is being cut by a contractor every three weeks, until recruitment is complete.
- Ramps for storage containers are now in place.
- New notice boards have started to be located around the parish. I will purchase the fourth one for Roundhouse Park shortly.

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.
- I will be attending the annual SLCC conference on 7 July which has presentations on various relevant subjects, including risk management and tree management.

Playgrounds

- I held a site meeting with HAGS who will be installing our new playground and zipwire. Work will commence on 10 July and will take up to two weeks. They recommend then keeping the area closed for an additional week to allow grass to set through the grass mats.
- I have three companies coming to give quotes for a new fence around the recreation ground playground; this was included within this years budget.

Parish

- The Community Cinema event is being taken forward by Cllr Chiles with the Hub.
- We have received a large number of complaints about parking issues throughout the parish, which are being looked at by EPAG and on the Council agenda.

Finance

Over the summer could you start thinking about what projects / replacements you will require next year, so that they can be discussed by Advisory Groups in September and then I can start to get quotes ready for budget setting.

Bookings

Bookings will lighten up over the coming month due to the majority of children's classes cancelling during school holidays. This will give us the chance to have a deep clean of furniture and the building.

The income spreadsheet showing month on month income is attached.

Sonya Blythe
Parish Clerk
5 July 2017.