

Clerks Update May 2016

Policies.

All policies are now updated with the exception of health and safety. I will be out of the office from 16-19 May on IOSH training and will start the policy after this date.

Staffing

We advertised for a caretaker locally but have received no applications, so will recruit via the Indeed website.

I have recently attended the SLCC annual meeting which featured some interesting finance topics.

Facilities

There have been no major problems within buildings the past month with the exception of an intermittent electrical fault in the Pavilion. The PAT test indicated that this may be caused by the cooker, which we are monitoring.

The playground gate on Willowcroft Way and the gate to the tennis court at the recreation ground are both damaged. Quotes are being obtained for repairs.

I am still awaiting the grant from South Norfolk to purchase the ramp for the front of TWC.

Playgrounds

Additional quotes are being obtained as requested by RAAG. In the meantime Ellen has started pulling information together for grant applications. We only have ten months remaining to spend the initial £4000 from South Norfolk.

Grounds

You may have noticed how overgrown Roundhouse Park is looking. I have chased Proscap who had not had their contract renewed by Bovis (probably because they didn't think the handover would take so long!). I am chasing them regularly regarding this.

Beech tree – historic documents indicate that the tree belongs to Norfolk County Council. I have forwarded all of the information and reports to them and await a response.

Office

The internal audit will take place across 9th and 10th May.

Bookings

Bookings have remained constant, with the only consistent gaps being in weekday afternoons. The income spreadsheet showing month on month income attached for council is attached.

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
4 May 2016.