

## **Clerks update September 2015**

This is a shorter update than usual as I have been away for two weeks so don't have as much to report.

### **VAT update**

Chris Hopper and I met with two VAT specialists who are looking into various issues. We are waiting for their comments before making a report to Council.

### **Health and Safety**

I have nearly completed a draft Health and Safety policy and the risk assessments / method statements for groundsmen and parish council activities. I have not started work on the buildings and caretakers roles as they fall within Facilities Manager / Head Caretaker remit. Foley and Baugh are no longer working with the Council. A decision will need to be made in the future as to whether to proceed in-house or employ another advisor. This may also be dependent on the Parish Clerk appointment.

RECOMMENDATION: Add to FAG / Parish Council agenda in October

### **My hours update**

I am working an average of 25 hours a week as agreed. This means that I am no longer working on a Friday unless prior arrangement. I have been recording the number of hours spent dealing with hirers and 'Willow Centre' issues rather than specific Clerk work and it averages 6 hours a week which is just under 25% of my time and makes a significant impact.

### **Policy Schedule**

Many have been drafted and are with Malcolm Wagstaff. The remaining few will be looked at in due course. The next key policy will be the Business Continuity plan particularly in light of the staff changes.

### **General Update**

- The Planning Application for the new containers at Oakfields Road is ongoing
- Play Inspections of the Dragonfly and Oakfields areas have been completed with only one area of concern (the roundabout at Oakfields Road) this has been closed. I have created a separate report for this to be discussed under item 10.
- Dylan Baldwin and Malcolm Wagstaff are now authorised to cut keys for the Willow Centre. Previously it was Anne then Monica and myself.
- Dylan Baldwin is a key holder and a contact for the redcare emergency call out list. The second number is Darren Aldous and third is myself. I am awaiting Dylan's DBS check as all key holders are checked by the Council.