

## Clerk/RFO's Report -November-December 2021

### Christmas Fayre prep

18/11 -Went to Next and Age concern shop to display flyer, along with M&S to ask for raffle donation and display flyer- M&S have donated a bottle of prosecco and a tin of luxury biscuits.

Purchased selection boxes from B&M and Iceland warehouse (Iceland gave a discount and took my card for future reference).

### 18/11 Clerks Hybrid Mtg, 11am (Felpham)

9 attendees -various topics discussed:

CIL-compliance of projects -seems to vary between Arun & Chichester

Litterpicks -volunteer groups & involvement of Parish Councils

Highways related -new trees by Parish Council

Public sector pay rises-effect on budget 2022

Precept increases, sufficient reserves -effect on budget 2022-may need a 3% contingency to allow for both years (21-22& 22/23)

Election costs if contested -effect on reserves & budget

Bank charges & what banks are used- pro's & cons

Investment accounts ie CCLA (PSDF & LAPF)

PWLB - loans for Parish Councils for capital projects -via WSALC

Protocol for civic events-WSALC confirmed no actual policy for Cllrs, though Mayor protocol available. Next Clerk meetings -at Bersted 16/12, 11am & WSALC zoom 11<sup>th</sup> January, 10.30. Next 7pm Chair meetings -at Bersted 21/12, & WSALC zoom 13/1.

### 19/11 Friday Tea & Coffee club, 10-12

Good attendance -book swap & raffle and cake enjoyed by all, a balance of £25 after expenses will go back to the club float for future events.

### 22/11 Intruder/fire alarm arrangements

Confirmation received from Contractors -January 5<sup>th</sup> agreed.

### 24-26/11 Extension arrangements

Confirmation received from Contractors -April 11<sup>th</sup> agreed as it will be half-term-less hall users.

### 24/11 Finance meeting-actions

Contacted Arun DC to achieve clarification of effect of the 22/23 precept increase -information to be used for press release.

### 1/12 Councillor Vacancy

Advertise vacancy with closing date of 31<sup>st</sup> December -itemise for January Council meeting.

### Nov-Dec Christmas Fayre prep

23/11 -Raffle/tombola overview with Cllr Kapp & Deputy, agreed further purchases were required. Action: Clerk

2/12 -Decorate hall/foyer -Action: Clerks

### I.T Review

25/11 & 2/12 - I.T review with Cllr Spencer and JNR-place order 2/12

13/12 Monday -Office furniture re-shuffle (14/1 JNR HERE)

### Personnel matters

12/11 Create letters to Contractors confirming 0.59p per hour National Living wage increase wef 01/04/22.

23/11 Admin Assistant vacancy-live date 10/1/22, closing date 9/2/22

Upload documents to free websites:

1. University of Chichester
2. WSCC
3. WSALC

2/12 Thursday 12.00 -shortlisting scoring -agree scoring with DL

7/12 Bank Reconciliations & Issue Council agenda etc

14/12 Send out reminder emails for 21/12, 7pm -Chairs networking.

14/12 Council Meeting - Issue agenda's for:

6/1 at 11am, Forward Plan/Personnel

15/12 Notify Arun DC of precept request & HAMPERS

16/12 Clerks mtg 11am, zoom

**Debbie annual leave after 17/12.**