

Clerk/RFO Report- June/July 2022

Clerks hybrid network meeting at Felpham -16/6 11am

Attendees: Felpham, Bersted, North Mundham & Earnley, Singleton & Charlton, Wisborough Green and Westhampnett.

1.Future locations/dates/times for Clerk networking

Debbie reported feedback received so far is a variety of locations/times/dates would be preferred, main priority is that we keep meeting as this has proved very valuable. Clerks also believe that this needs to be promoted more so more benefit.

2.Attendance of PCSO's

Louise Chater reported that she recently attended a meeting where she was informed that plans were in progress to ensure Parish Councils receive an attendance at a Council meeting by a PCSO at least once a year as a minimum.

3.Arun Planning Compliance Strategy

Felpham encouraged all in Arun to note contents as to the effect this will have on enforcement or more correctly lack of enforcement.

4.Insurance

Felpham requested feedback from all as to what companies are a viable option.

5.Microsoft Word Dictate and Dictaphones

The benefit of using them for Council meetings discussed.

6.Hybrid meeting equipment

Costs and companies used by attendees discussed.

7.Booking software -Skedda

Felpham highlighted they use Skedda and found it very good for hall bookings -it is free for up to 4 rooms but does require admin time.

8.Council events/workloads.

Who is doing what and the effect on the Clerks workloads when events are planned and supported sufficiently by Councillors or working groups.

9.Felpham & Bersted Clerk hours/duties

Proposals to balance Clerk hours/duties =Felpham & Bersted's plans.

As Clerks draw towards retirement the benefit and savings to Councils to bring in new starters explained.

10.ILCA/CiLCA study arrangements

Discussed not easy finding time for study when already struggling with workload.

11.General Power of Competence

Discussed the effect of not having enough elected members after elections next years and not qualifying even though having a qualified Clerk.

Next Clerks Thursday networking 11am

21st July-at Bersted

Council

Hotham park stand

Arrangements for Councillor Meet & Greet stands

Booked courses for Cllrs and Employees as requested

Arranged future Clerks networking to be shared hosting/locations

Operation Watershed-Shripney (Lead -Cllr Greenway)

Future Council agenda item -Correspond to further this application-Cllr Yeates/Paul Cann/WSCC-Sue Furlong and Clerk/RFO.

Finance

Willow Pond meeting & signage-source quotation and design for Council

Review recycling waste at Jubilee Hall

Review actions required from financial course DL/Clerk

Arranged Financial Regs 2.2 meetings and Budget Prep meeting for 11/8

Arranged transfers from Reserves.

Bank reconciliations and VAT Q1 return.

Personnel (meeting 30th June).

Regular slot for staff training set up for Wednesdays and discussion of 2023 staff hours to enable progression of Administrative Assistant.

21/6 Appraisals -Thursday 11am.

Staffing Budget 23/24.

Forward Plan (meeting 30th June). Proposed Future Council events:

a) Councillor Stands: Shripney on 26/7 at 5-7pm, and Bersted Park on 16/8 at 6-8pm.

b) Christmas Fayre, Saturday 3/12/22 times (tbc).

- c) Christmas Tea & Coffee club, Monday 19/12/22 at 2-4.
- d) Chairman's Reception -Friday 17/02/23 at 7pm.

Created new format for Electors' meeting

Arranged review for Mid July onwards for Business Parish Plan and Governance with Cllr Lainchbury (outcome will go to the next Forward Plan Committee meeting).

Grounds/Jubilee Hall schedule of works-Summer 2022

Park inspection (ROSPA) 28/6/22.

Tree inspection -28/6/22.

Pathway upgrade to side/rear of conversion -July.

Shutdown week w/c 22nd August -rear fascia's/gutters/soffits & ditches and boiler service.

Community Action

Finalised playscheme arrangements.

Debbie: M&S collection & Bookers & enquiries made for donations with ASDA.

Sue/Kath: Wilko, Co-op and Morrisons enquiries made for donations.

Debbie hand over Community Action to Kath.

Informal meeting 29/6, 11am to discuss ideas of how we can work together for Bersted.

Attendees: Beth Parry, Arun & Chichester Food Partnership Development Officer.

Sarah Smith, Bersted Green Hub Community Engagement Team manager.

Reverend Jo King, Cllr Lury, Deputy & Kath & Clerk.

Hub confirmed they have a Tuesday Mother & Toddler event in school holidays for us to advertise.

ACTION Clerk/RFO: Regular correspondence to share who is doing what and look at progressing how we can pull together, contact Freedom Leisure to relocate Monday & Wednesdays playscheme on green next to Hub so they can support it.