

## Clerk/RFO Report- May-June 2022 (Debbie A/L 1-10/6)

### Conversion

Correspondence -building fees paid, and works have met building regs approval

Correspondence -alarm sensors- deactivate/reactivate scheduled to harmonise with start/completion of building works.

Kitchenette ordered and paid for directly with Howdens saving the VAT, fridge ordered direct again saving VAT -kitchen installation agreed from 22/5.

Make footpath fit for purpose -costs tbc (groundsman remit).

### Property maintenance

Water boiler for main kitchen purchased at and installed £504 ex vat.

Hand dryer for disabled toilet purchased at a cost of £89.11 ex vat.

Office phones (set of 3) purchased at a cost of £75 ex vat.

Replace basin taps in changing room (both sinks) - (groundsman remit -cost tbc).

### Clerks network meeting at Westhampnett -19/5 11am

1. Future day/time & locations for Clerk networking.
2. Asset Registers and Insurance -best time of year to review.
3. Building valuations -recommended every 5 years.
4. Annual Parish Meetings-ideas/experiences from those in attendance, dates due to purdah on election years.
5. Number of vacancies higher generally after election -Clerks expressed concerns as to how Council will function on low numbers.
6. Queens Jubilee-what each parish is doing.
7. Electoral roll -not received automatically need to request.
8. The process for changing Councils name i.e replacing "Parish "to something less confusing for the public as they think we are linked with the church.
9. Rural crime/fly tipping & use of camera's contact District Council
10. NHP reviews -what each parish is doing & training/funding available, submitting after local plan is established.
11. Pensions Discretions -legal requirement-Councils responsibility to review annually.
12. All policies -Council responsibility to review annually.
13. Charging points for electric vehicles -register of interests.
14. Schemes available for projects -i.e broadband, & Levelling up funding for Arun -there is a tight timescale to submit suitable projects.

Clerks concluded they would circulate to Debbie anything that may help other Clerks, Debbie will circulate.

### Council

External audit requirements submitted/ notices issued

Asset Register updated for FY 22-23

Letter sent to resident regarding Willow Pond motion

Handbook reviewed and updated for 14/6

Requested Councillor courses

Chair networking arrangements

Clerk networking arrangements

Meeting with Mr Frears, after going through historic and recent files with Mr Frear and showing documents that prove that WSCC Highways and Arun DC have joint ownership and riparian responsibility, Clerk and Mr Frears looked at conservation signage options and costs. Mr Frears confirmed he would like to donate £500 towards the costs so that the Parish Council can make further enquiries and arrange installation of signage. This will be referred back to the Finance Committee once costs and design are known and relevant permissions are sought.

### Community Action

Completed requirements to claim Tesco grant

May Meeting -minutes and actions

#### Jubilee Tea & Coffee Club

Attended & purchased prizes for Quiz & Hoy Bingo and children's activities & drinks, & party food and disposables.

Also went to Durlston Drive with Jubilee advertising to Bersted shops, Bersted court & surgery and hub.

### Schools

Arranged payments to schools and collected from M&S for May half term, delivered long-life foods to Southway employee.

#### Hotham Park event 18/6, 11-5

Supported Cllr Kapp, discussed requirements and purchases for tombola, arranged schedule of Cllr cover and a "rehearsal" set up for Tuesday 14/6. Purchased tombola stock.

#### Jubilee Fields Queen canopy event for 11.30 at 4/6

Tree saplings & refreshments purchased, Spinney clearance to follow Queen canopy event. (Willow pond strim?)

Concluded Friday Playscheme arrangements

Informal meeting 21/6, 1.15pm

With Sarah Smith, Bersted Green Hub Community Engagement Team manager, Reverend Jo King, Cllr Lury, Outen & Clerk to discuss ideas of how we can work together for Bersted.

Finance

Grants paid

NALC model standing orders and Financial Regulations reviewed for 24/5

Investment strategy and Terms of Reference reviewed for 24/5

Reserves reviewed and transfer prepared for signing for conversion costs  
-Transfer requested.

Dog Bin review for 24/5

Tom Frears-Willow Pond meeting & signage

Forward Plan & Personnel

Grounds/building review, any potential projects noted for budget prep 23/24 & Reserves -next H&S meeting early June & Forward Plan meeting 30<sup>th</sup> June.

Regular slot for staff training set up for Wednesdays and discussion of future hours.

21/6 Appraisals -Thursday 11am.

Next Personnel meeting 30<sup>th</sup> June.

Operation Watershed-Shripney (Lead -Cllr Greenway)

Correspondence to arrange a meeting for 20<sup>th</sup> June.

Grounds/Jubilee Hall schedule of works-Summer 2022

PAT testing arranged for June.

Park inspection (ROSPA)-confirmed for June.

Tree inspection -date tbc by ADC.

Pathway upgrade to side/rear of conversion -date tbc.

Shutdown week w/c 22<sup>nd</sup> August -rear fascia's/gutters/soffits & ditches.