

CLERK'S REPORT – 31st March 2023

Agenda Item	Action Required	By Whom	Progress	Date Closed
22/88 (c)	Obtain up to date valuation for the Village Hall	Clerk/ Councillors	One quote received for £2,500. More quotes required	
22/91 (e) 22/140 (f)	Obtain update on Village Hall guttering	Clerk	Caretaker has found items required to repair the guttering. Clerk has delegated authority to approve payment for items if under £400	
F22/22 (i/v)	Produce H&S Checklists for the Village Hall	Clerk		
22/124 (b) 22/141 (a)	Investigate setting up agreement with UK Power Networks for unmetered streetlight supply and update list the County Council currently holds of GHPC owned lights	Clerk/ Cllr Arnold		
22/124 (c)	Research putting up signs encouraging people to clean up after their dogs, to be designed by children at the school	Clerk		
n/a	Investigate School Lane water overflow issue	Cllr Arnold/ Cllr Barber		
22/139 (c)	Open a Public Sector Deposit Fund with CCLA and move the remaining balance from Barclays to it	Clerk	In progress	
22/140 (c)	Set up a contract for Village Hall broadband with Gigaclear	Clerk	In progress	
22/140 (f)	Research costs for purchasing nappy and sanitary bins for Village Hall toilets	Caretaker/ Clerk		
22/142 (b)	Compile a list of outstanding highways issues in Great Horkesley to forward to Cllr Barber	Cllr Arnold		
n/a	Report damaged tree obstructing telegraph pole Tog Lane	Clerk	Complete	03/03/2023
n/a	Notify cllrs/residents of Manor application withdrawal	Clerk	Complete	03/03/2023
n/a	Research investment/savings account options	Clerk	Complete	03/03/2023
n/a	Book a date for the internal audit	Clerk	Complete - 12th June 2023	06/03/2023
n/a	Apply for locality funding towards new notice board	Clerk	Complete	08/03/2023
n/a	Provide councillors with general update of council business	Clerk	Complete	08/03/2023
F22/22 (iii)	Review the internal control systems once the Booking Manager has access to view the Council's current account	Council	Complete	09/03/2023
F22/22 (iv)	Update the Council's Risk Assessment and add sections for 'Loss of Key Staff' and Business Continuity'	Clerk	Complete	09/03/2023
F22/22 (vii)	Update the Asset Register	Clerk	Complete	09/03/2023

F22/23 (i)	Update the Council's Financial Regulations	Clerk	Complete	09/03/2023
n/a	Provide meter readings to Eon FiT	Clerk	Complete	10/03/2023
n/a	Report dying oak tree at Coach Rd/London Rd	Clerk	Complete	13/03/2023
n/a	Produce pieces for April edition of Village News	Clerk	Complete	17/03/2023
22/142 (b)	V Warden to add cleaning traffic island bollards to task list	Clerk	Complete	23/03/2023
n/a	Report missing bollard on traffic island near School Lane	Clerk	Complete	24/03/2023
n/a	Implement new system for sending confidential information to councillors for approval/authorisation	Clerk	Complete	27/03/2023
22/138 (e)	Comment on Planning Application 230591 under delegated powers after consulting with Councillors	Clerk	Complete	27/03/2023
22/142 (b)	Highlight A134/A12 bridge water issues with Cllr Barber	Clerk	Complete	27/03/2023
22/141 (b)	Ask for the issue of people not clearing up after their dogs to be mentioned at the next Clerk's Forum meeting and ask Cllr Laws and Neighbourhood Services if any more can be done as it is a city-wide issue	Clerk	Complete	27/03/2023
n/a	Send GHPC's response to the pylons proposal to NG ESO	Clerk	Complete	27/03/2023
22/142 (a)	Contact Myland Community Council to confirm GHPC actively supports project for a new foot bridge across A12	Clerk	Complete	30/03/2023
22/140 (f)	Purchase new cigarette bin for outside the Village Hall	Clerk	Complete	30/03/2023
22/143 (b)	Pay the Clerk overtime with March wages	Clerk	Complete	31/03/2023
n/a	Complete End of Grant Report for the village survey grant	Clerk	Complete	31/03/2023

Training courses attended:

14 March – Annual Meetings Training Session

27 March – CiLCA Training Session

Meetings attended:

20 March – Informal Council Catch Up Meeting

20 March – Parish Council Meeting

28 March – Finance Working Group Meeting