

CLERK'S REPORT – 30/09/2022

Agenda Item	Action Required	By Whom	Progress	Date Closed
22/9 (a)	Discuss replacing village hall furniture at next budget meeting	Clerk		
22/31 (a)	Contact PPL PRS to see if we are due a refund	Clerk/Cllr Arnold	Awaiting confirmation of what to request from Cllr Arnold	
22/47	Clerk to liaise with resident to see how the Parish Council and local community can help those in need during the cost of living crisis	Clerk	Emails ongoing	
22/54 (a)	Obtain a quote for updated CCTV Systems from Spectrum Security	Clerk	In the process of organising a date for Spectrum to come out and survey	
22/63	Cancel weekly clean once new caretaker appointed	Clerk	Completed	27/09/2022
22/54 (a)	Contact RCCE to ask for possible grant funding opportunities regarding upgrading CCTV systems	Clerk	Completed	07/09/2022
22/4 (b)	Minutes of the meeting held on 17th January written up	Cllr Arnold	Completed	05/09/2022
n/a	Renew Hallmaster licence	Clerk	Completed	12/09/2022
n/a	Produce councillor attendance record	Clerk	Completed	13/09/2022
n/a	Write a statement from the Parish Council regarding the Queen's passing and add to website	Clerk	Completed	08/09/2022
n/a	Put details for books of condolence and where to lay floral tributes for the Queen onto our social media	Clerk	Completed	09/09/2022
n/a	Read through all council guidance regarding Operation London Bridge	Clerk	Completed	09/09/2022
n/a	Contact prospective new caretaker and arrange meeting with Chairman and Bookings Manager	Clerk	Completed	13/09/2022
n/a	Renew Adobe licence for Village News	Clerk	Completed	13/09/2022
22/48 (a) ii	Send a letter to Colchester Borough Council to say that the Parish Council expect a marked improvement going forward in relation to emptying of dog waste bins	Clerk	Completed	20/09/2022
n/a	Go through emails received from December 2021 to May 2022 while no Clerk was in post	Clerk	Completed	22/09/2022
22/13 (b)	Research changes to Google Account	Clerk	Completed	21/09/2022

22/50 (b) i	Notify the Village Hall Bookings Manager that they now have delegated powers to make decisions regarding hire costs for individual hirers	Clerk	Completed	13/09/2022
22/50 (b) ii	Notify Bookings Manager that Village Hall hire rates are to be increased and update website and paperwork to reflect this	Clerk	Completed	13/09/2022
22/51 (a)	Update the Statement of Accounts spreadsheet so that only the subtotals for each cost centre are shown	Clerk	Completed	16/09/2022
n/a	Invoice Parish Council for the times the village hall is used for meetings, to ensure the accounts are accurate	Clerk/ BM	Completed	26/09/2022
n/a	Notify local PCSO about damage to car park lock and anti-social behaviour/regular cannabis smoking on the green	Clerk	Completed	21/09/2022
22/57 (b)	Order the new Arnold-Baker edition and enter cost under nominal code for staff training	Clerk	Completed	21/09/2022
n/a	Draw up contract, job description and schedule of duties for the new caretaker position	Clerk	Completed	18/09/2022
n/a	Write entries for the October Village News edition	Clerk	Completed	11/09/2022
n/a	Purchase new padlock for Village Hall car park	Clerk	Completed	07/09/2022
n/a	Report damaged street signs - Grange Rd & London Rd	Clerk	Completed	27/09/2022
22/64	Update changes to Caretaker contract, job description and schedule of duties and send to new caretaker to confirm appointment has been agreed	Clerk	Completed	27/09/2022
n/a	Complete organisation details forms required by bank and sent a letter of complaint regarding mandate updates	Clerk	Completed	28/09/2022
n/a	Put Notice of Conclusion of Audit and required documents on village noticeboards and Council website	Clerk	Completed	28/09/2022
22/51 (c)	Set up a new reserves account for Neighbourhood Planning and transfer agreed amounts to the account	Clerk	Completed - Acc Code 321	12/09/2022

Training courses attended:

5 September – Initial CiLCA Training

29 September – Financial Regulations Course

Meetings attended:

1 September – Finance Committee Meeting

5 September – Parish Council Ordinary Meeting

13 September – Meeting with prospective Caretaker/Chairman/Vice-Chairman

26 September – Parish Council Extraordinary Meeting

30 September – Meeting with company that changed streetlights to LEDs