

Clerks Report – Updated Tuesday, December 5, 2023

All recommendations in this report are made by the Clerk unless stated otherwise.

1223-86a Action Log - Annex

To note and discuss and urgent item.

1223-86b Financial Matters – Annex

1223-861 Bank Balance

Balance's 30th November 2023

00289201 – Lloyds	£55,859.81	00162368 – Lloyds	£5,397.01
-------------------	------------	-------------------	-----------

80031534 – Redwood	£34,236.01		
--------------------	------------	--	--

Total £95,4592.83

Note 1: Explanation of payments & receipts in Annex: Clerks Hours 83.5hrs, (80 contracted hours 0.5 hrs Additional, 3hr Gods Acre), £60 for monthly expenses, plus £46.80 Mileage. Hourly pay rate @ £16.30. Inc Backdated national increase.

Recommendation: To approve all payments as listed in the Finance Summary Annex + any regular payment not invoiced to date. Current Gross figure at time of printing Annex = £4,153.39

1223-862 Expenditure & Income – Annex

To discuss and approve the monthly expenditure and note the income.

1223-86c Parish Safety

1223-86c1 Internal Weekly Playground safety report:

Internal safety checks were carried out weekly during the month of November with no new findings.

1223-86c2 Defibrillator monthly safety report:

In the last month, safety checks have been carried out on the defibrillators with no urgent items to report.

1223-86d Policy Ratification / Risk Assessment

1223-86d1 003 – West Street Toilet Block

1223-86d2 004 – Meetings

1223-86d3 009 – Gods Acre

1223-86d4 010 – Speed Indicator Device

1223-86d5 011 – Permit Holders Car Park

1223-86d6 DSE Self-Assessment BHIB Workstation Risk Assessment

1123-73e Noticeboards

The Parish Notice boards are coming towards the end of their life.

The board in Kingston, is rocking on its mounting and there is no way to stabilise it, plus the location and materials, makes it a lovely bug hotel!

The Notice board by the library, is not in that bad a condition. However, the board cannot be locked, and someone is finding this a great location to top up their push pin reserves, meaning we are constantly having the agenda removed, or posters advertising events being placed in the board alongside or over the top of the agenda.

The Notice Board in West Street has a couple of issues. The glass / Perspex is becoming clouded, the locks are constantly seizing, and are becoming impossible to turn. Twice in the last twelve months I have not been able to change the old agenda for the new agenda, as I have not been able to access the inside and had to call Tim out to fix the issue.

The cost of new boards varies, depending on style and material used, with the wooden (like of like) replacement being the most expensive.

For this FY the cost could be covered by the Community Maintenance Fund.

Clerks Report – Updated Tuesday, December 5, 2023

Kingston

Currently Kingston is 1 door with header board, wall mounted.

Metal board, brown anodised aluminium, single door (4 x A4): Magnetic back board (bug resistant!) wall Mounted Approx £264.99, if we want "Parish Council" vinyl header board there is an extra £105.



Library

Currently the library is a 2 door without header board, wall mounted.

Metal board, brown anodised aluminium, single door (6 x A4): Magnetic back board (bug resistant!) wall Mounted Approx £299.99, if we want "Parish Council" vinyl header board there is an extra £112.

Plastic equivalent made to look like wood, with header board, engraved name plate with gold letters, push pin backboard £975.65.



West Street

Currently 3 doors approx. 12 x A4 on support posts, with header board

Metal board, brown anodised aluminium, single door (18 x A4) with post supports. Magnetic board. (Note board is same width but approx. 30cm taller than current board). Approx £871 (or £1,149 with header board)



3 BAY, 4 X A4, Recycled Plastic Outdoor Noticeboard
Recycles plastic to look like wood. Header board with engraved lettering painted gold, posts, Push pin backboard. £2,275.83



Wooden Oak, three doors with recycles plastic oak effect post supports, magnetic back. £2,584.99 or £2,902.76 with (Corfe Castle Parish Council engraved header board)

Recommendation: Kingston: Replace with metal board, metal back board, & name board at a cost of £369

Library: Replace with metal board, metal back board, with name board at a cost of £411

West Street: Replace with metal board, metal back board, & name board at a cost of £1,149

1223-86f DAPTC AGM.

Voting result from the DAPTC AGM can be found on the DAPTC website, or via their newsletter.

1223-86g Car Park Surface Repairs

The clerk contacted 5 companies requesting quotes to repair the permit holder's car park surface (Fill in potholes), the following was received:

Contractor 1.

Option 1 For a one-day visit, for 2 groundworkers, clear holes, fill with tarmac planings, compact, finished with 10mm shingle (2 ton). £781.00 + 20% VAT £156.20 = £937.20

Option 2. For a 2-day visit, 3-ton digger, 80 Bomag roller & 2 groundworkers.

5 ton of type 1 stone, finished with 10mm shingle (2 ton).

£1620.00 + 20% VAT £324.00 = £1,924.00.

Contractor 2

Fill in the existing holes with 20mm gravel. The area needs to be graded using an excavator. Then we need to compact the surface of the car park using a road roller. When re grading the car park the falls will go to the existing gully in the corner of the car park.

This work needs to be done in dry conditions as the use of any vibrating plant will bring water to the surface, Thus washing any fines out of the twenty millimetre gravel.

So as soon as conditions allow we will do the repair work, Should our quote be accepted.

Materials Twenty-millimetre gravel £140 including delivery.

Machinery

Excavator £90.00

Twin drum road roller £262.00 including delivery for machinery.

Heavy duty plate compactor £40.00

Fuel £50.00

Labour

£720.00

Total

£1,302.00 including vat.

Contractor 3

Re-stone potholes in car park area situated near new drainage.

£817.00 + VAT

Recommendation: To discuss and approve contractor to repair the permit holder's car park surface. Noting this work may not be completed for several months due to the weather. Noting we will need to request Dorset Council allow our permit holder to park in the West Street car park for the time required to carry out the work.

1223-86h Caretakers report

This month the Caretaker has carried out Playpark inspections, litter picked, weed control Car park area, cut grass by toilet block, cleared car park sump, cleaned swing & slide, cut and collected wildflower area, & repaired bench in Gods Acre To note the Caretaker will be on Annual leave for part of December.