

Clerks Report – Updated Monday, May 9, 2022

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

0522-58a Update on matters arising and actions from the last meeting:

- 0422-43 **Action:** Clerk to liaise with Cllr Spicer-Short and produce a letter for DWP to address the bin issues.
Complete. Letter send, meeting with Laura Miller, DWP, Cllr Spicer-Short & Clerk to be held
- 0422-45a **Action:** Clerk to raise a request monthly to DC via the portal asking for varying roads to be mechanically swept.
Continuous action required.
Action: Clerk to contact Highways to ask for a schedule for drains / gully clearing in Corfe Castle Parish
On-Going DC Highways contacted, awaiting response.
Action: Clerk to talk to CVN regarding adding a website address for DC “Report an issue” within the CVN “Useful numbers”
Complete – Email sent to CVN with suggestion / request.
- 0422-45b **Action:** Clerk to process payments.
Complete
- 0422-45d **Action:** Clerk to send a request to DC asking that the West Street Car Park be free parking on both Saturday 4th & Sunday 5th June 2022.
Complete: Complete. Request granted with a note stating PC are responsible for advertising the free parking, and any signage MUST be removed before June 6th 2022.
- 0422-45e **Action:** Clerk to add: Training & Development Policy, Risk Management Policy, Publication Scheme, Social Media Policy, Community Engagement Policy, and Vexatious Complaints Policy to the May agenda
Complete: See agenda item below.
Action: Clerk to publish the Privacy & Cookie Policy & Accessibility Statement.
Complete:
Action: Clerk to produce a timetable showing policy review dates and email to all Cllr’s
Complete – See below.
- 0422-45f **Action:** Clerk to contact Internal Auditor to advise extension in contract
Complete
- 0422-46c **Action:** Clerk to submit Treeworks comments
Complete
- 0422-49c **Action:** Clerk to add invite for Cllrs to join the new EV Charging Working Group to the May agenda.
Complete

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0522-58b1 Financial Matters to include

- Approved in previous meeting - paid this month.

Folio No.	Type	Payable to	Service	Amount
2059	DD	Vodafone	Phone & Broadband	* 9.93
2060	BACS	PY-CF	Youth Club – Summer Term	1,156.54
2061	FAIRFX	Eventbrite	Fighting Climate Change – Event Tickets	77.86
2062	BACS	Tim Stockley	Gods Acre Groundworks	80.00
2064	BACS	Starboard Systems Ltd	Scribe Accounts	**582.00
2065	BACS	J D Facilities	West Street Toilet Cleaning	646.01
2066	BACS	Michelle Harrington	Clerk Hours & Expenses	1,064.30
2067	BACS	Nest	Pension Contributions	49.84
2068	BACS	HMRC	National Insurance & Income Tax Contributions	422.75
2069	BACS	Caretaker	Caretaker Hours	300.00
2070	BACS	Dorset Waste Partnership	GA Refuse	27.99
2071	BACS	Woolley & Wallis	Middle Halves Rent 21 / 22	61.00
2072	FAIRFX	Post Office	Stamps	27.72
2073	BACS	Ecotricity	West Street Toilets Electricity	61.28

Total To approve **£4,567.22**

Lloyds GA Account

2058	DD	Dorset Council	Non-Domestic Rates - Gods Acre	18.00
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Total to approve **£18.00**

Previously approved payment taken this month

2063	BACS	ICCM	Corporate Membership	***95.00
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Paid in: 1/02/22 – 28/02/22

00162368 – Lloyds	Interest	0.14
80031534 – Redwood	Interest	10.07
MOP	GA Reservation (2 x Burial Plot)	1,000.00
Dorset Council	Precept	26,723.50

Total £27,733.71

Balance's 30th April 2022

00289201 – Lloyds	£37,796.05
00162368 – Lloyds	£15,353.21
80031534 – Redwood	£12,968.04
00060859 – Lloyds (GA)	£10,081.75
Total	£76,199.05

* Lower than normal, as credit note issued against account in previous month.

** After a discussion with the Chairman and Vice Chairman given the short time left before our first VAT return is due for submission, the clerk was allowed to purchase Scribe, using the Chairman and Vice Chairmans delegated powers. The cost to purchase the account package was £197 then there is an annual subscription of £288 + VAT.

*** Approved Feb 2022

Recommendation: To approve all payments as listed above

0522-58b2 CiLCA Qualification

The Chairman and Vice Chairman wish to congratulate the Clerk on achieving her Certificate in Local Council Administration (CiLCA) qualification. As stated in the Pay Policy ratified in February 2022 the Clerk has been awarded a 1 point pay scale increment, from the award date. (14th April 2022)

Pay Policy reference:

“ Pay scales

One salary point will be added to an employee's salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- The Certificate in Local Councils Administration (CILCA)”

0522-58c Parish Safety

- c.1 Play area safety report – Annex A
To receive and note the playground monthly inspection and discuss any urgent item.
- c.2 Defibrillator monthly safety report – Annex B – Annex E
To receive and note the Defibrillator monthly inspection and discuss any urgent item.

0522-58d Policy & Risk Register Ratification + Document Ratification Schedule – Annex F - M

The old policies which have been edited are:

- Training & Development Policy (based on NALC Model Policy) – Annex F
- Risk Management Policy – Annex G
 - Risk Register – Annex H
- Model Publication Scheme (based on ICO Model Policy) – Annex I

The policies are:

- Social Media Policy – Annex J
- Community Engagement Policy – Annex K
- Vexatious Complaints Procedure Policy – Annex L

To note a document ratification schedule

Recommendation: To approve the policies as listed above.

0522-58e Chain Link Fence – Playground & Gods Acre

In March council approved replacing the chain link fence around the Playground at a cost of approx. £500. However, since then the Council have approved the location of the Oak Tree for the Jubilee within Gods Acre, which means the chain link fence in Gods Acre needs to be moved, however, after inspection it was noted that the chain link fence posts and rails in Gods Acre need replacing. It is proposed to only replace the section which needs moving, as the rest of the fence may be OK for another couple of years if left untouched.

Cost for posts and rails playground = £525.35, Cost for posts and rails Gods Acre = £149.50. Orders over £250 have free shipping, so I recommend we purchase the Gods Acre posts and rails at the same time as the playground post and rails.

Recommendation: To allow the Clerk to purchase the posts and rails for Gods Acre fence at the same time as the playground posts and rails.

0522-58f Caretaker Report:

To note this month Tim has: Level and seeded area by alley, Litter picked & Cleaned Square, Playpark inspection, Filled gap along fence in playpark, Removed concrete block in playpark, seeded areas in playpark & raked and seeded tracks, Seeded soiled graves & Cut grass by toilets.