

Clerks Report – Updated Friday, February 2, 2024

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

0224-102a Action Log - Annex

To note and discuss any urgent item.

0224-102b Financial Matters – Annex

b1	Bank Balance	31 st December 2023	31 st January 2024	
	00289201 – Lloyds	£55,859.81	00289201 – Lloyds	£39,567.86
	00162368 – Lloyds	£5,397.01	00162368 – Lloyds	£5,408.74
	80031534 – Redwood	£34,236.01	80031534 – Redwood	£34,450.76
	Total	£95,4592.83	Total	£79,427.36

b2 Expenditure & Income – Annex

To note the monthly expenditure and income for December & January 2024. To discuss and approve the monthly expenditure and note the income.

Note 1: Explanation of payments & receipts in Annex: Clerks Hours 80hrs, (80 contracted hours, of which 3hrs for Gods Acre), £60 for monthly expenses, plus £23.40 Mileage. Hourly pay rate @ £16.30.

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 = £5,102.66

0224-102c Parish Safety

c1 Internal Weekly Playground safety report:

Part 1: Internal safety checks were carried out weekly during the month of January with no new findings.

Part 2: To discuss and approve / reject the proposed new weekly safety report.

c2 External Quarterly Playground safety report. - Annex

To discuss the quarterly external play park safety report.

c2 Defibrillator monthly safety report:

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

0224-102d Noticeboards

To date we have received 4 quotes from the initial 5 companies approached.

Contractor 1: Quote is £3,569.66 for all three boards. Including posts for West Street and fitting. All Oak boards with a magnetic back board.

Contractor 2: Quote is £1,380 for materials and a request for a donation as contractor 2 is a charity. Cost includes boards and fitting, no new posts for West Street. All Oak boards with a magnetic back board.

Contractor 3: Quote is £7,997.16 for all three boards made from Oak or £7,393.99 for all three boards made from Iroko.

Contractor 4: Quote £4,640 NO VAT for all three boards, Oak, with new post in West Street.

Recommendation: To approve contractor 2 to make and install 3 replacement noticeboards around the Parish. To discuss a possible donation on top of the £1,380 for materials.

0224-102e Armed Forces Covenant - Annex

To discuss the annex and agree a way forward.

0224-102f Annual Parish Meeting & Annual Parish Council Meeting

Annual Parish Council Meeting: The first date the council can hold its Annual Parish Council Meeting is Monday 13th May 2024, the last day is Thursday 23rd May 2024. Monday 13th May happens to be the second Monday of the month and therefore I recommend we continue as always with holding our monthly meeting on the second Monday in May. This will be the first meeting of the new Council.

Annual Parish Meeting: This meeting is run by the Parish Council on behalf of the parish. There is a legal requirement for the meeting to be held between 1st March and 1st June and proceedings must not begin before 6pm. Corfe Castle Parish Council usually organise the Annual Parish Meeting for the third Monday in May. However if we carried on with tradition this would mean we are organising an event for the new Council.

Recommendation: To discuss the Annual Parish Meeting date.

0224-102g **Gods Acre**
g1 **Prohibited Item removal.**

To note: The new rules and regulations for Gods Acre have now been in place for just over a year. They have been displayed both on the website and on the cemetery gates. We stated we wished to enforce the rules, once everyone had had a chance to read and adhere to them. In consultation with the Gods Acre Working Group the following leaflet has been created:

NOTICE – REMOVAL OF PROHIBITED ITEMS

As advertised for a year on both the website and the cemetery gates, any prohibited item left on a grave will be removed.

Please see the Corfe Castle Parish Council Cemetery rules and regulations dated 2022 for full details.

Between 1st March 2024 to 1st March 2025, broken items will be disposed, items not broken will be re-located into the shed for safe keeping. Please call 01202 670105 to arrange collection.

After the 1st March 2025 all items unclaimed or prohibited will be discarded.

g2 **Refuse items - Mileage**

To remove any waste generated around the parish, (old composters, wheelbarrow's, fencing, Gods Acre prohibited items), the Caretaker if not able to fit it into the general waste bins in Gods Acre (or if it is broken glass etc), has agreed to take it to the local refuse centre. To legally carry waste, he has applied for a Waste Carrier Permit.

Recommend: To agree .45p per mile for the Caretaker to undertake refuse runs. Trips to be agree in advance between the Caretaker and Clerk.

0224-102h **Duty of Care Note - Annex**

h1 To note the Duty of Care for the Cemetery refuse has been signed and runs from 1st April 2024 to 31st March 2025

h2 To note the Duty of Care for the Public Toilets sanitary waste collection has been received and runs from 1st October 2023 to 30st September 2024.

0224-102i **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.