

Clerks Report – Updated Tuesday, June 11, 2024

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

0624-22a Action Log

To note and discuss any urgent item not listed below.

a1 To Follow

0624-22b Financial Matters

b1 Bank Balance 31st May 2024

00289201 – Lloyds	£25,519.23	00162368 – Lloyds	£5,432.09
80031534 – Redwood	£64,876.82	Equals Money	£32.81
Total	£95,860.95		

b2 Expenditure & Income

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

Expenditure

Date	Net	VAT	Total	Description	Supplier	Bank	Tender
03.06.2024	£78.64	£3.93	£82.57	West Street Toilet Electricity	Ecotricity	Lloyds - Treasurers Account - 00289201	ONLINE
03.06.2024	£115.00	£0.00	£115.00	Internal Audit	Fair Account	Lloyds - Treasurers Account - 00289201	ONLINE
03.06.2024	£35.87	£7.17	£43.04	Phone	Vodafone	Lloyds - Treasurers Account - 00289201	DIRDEBIT
03.06.2024	£20.76	£0.00	£20.76	GA Refuse	Dorset Waste Partnership	Lloyds - Treasurers Account - 00289201	ONLINE
03.06.2024	£14.00	£0.00	£14.00	NNDR	Dorset Council	Lloyds - Treasurers Account - 00289201	DIRDEBIT
03.06.2024	£426.53	£0.00	£426.53	Caretaker Hours	Tim Lee (Tim Lee)	Lloyds - Treasurers Account - 00289201	ONLINE
03.06.2024	£79.79	£0.00	£79.79	Pension	NEST	Lloyds - Treasurers Account - 00289201	DIRDEBIT
03.06.2024	£1,327.58	£0.00	£1,327.58	Wages	Michelle Harrington	Lloyds - Treasurers Account - 00289201	ONLINE
03.06.2024	£174.98	£0.00	£174.98	National Insurance & Income Tax	HMRC	Lloyds - Treasurers Account - 00289201	ONLINE
03.06.2024	£586.62	£117.32	£703.94	West Street Toilet Cleaning	J D Facilities	Lloyds - Treasurers Account - 00289201	ONLINE
22.05.2024	£23.19	£0.00	£23.19	Refreshments - Annual Parish Meeting	ASDA	Equals Money	ONLINE
22.05.2024	£635.88	£127.18	£763.06	Sanitary Disposal	PHS Group	Lloyds - Treasurers Account - 00289201	ONLINE
22.05.2024	£120.00	£24.00	£144.00	Printer Toner	Ink N Toner	Equals Money	ONLINE
	3,638.84	£279.60	3,918.44				

All invoices listed have been examined, verified and certified by the Clerk as RFO.

Note 1: Explanation of payments: Clerks Hours 83.25hrs, (80 contracted hours, of which 1.25 Additional Hours, 2hrs for Gods Acre), £60 for monthly expenses, plus £23.40 General Mileage + GA Mileage £23.40 Hourly pay rate @ £16.30.

Recommendation: To approve all payments as listed in the Finance Summary + any regular payment not invoiced to date. Current Gross figure at time of printing = £3,918.44

Income

Date	Net	VAT	Total	Description	Customer
31.05.2024	£111.90	£0.00	£111.90	Interest	Redwood Bank
16.05.2024	£1,325.00	£0.00	£1,325.00	Interment	Lesley Shand Funeral Directors
16.05.2024	£31.80	£0.00	£31.80	Administration Equipment Usage	Puddletown Area Parish Council
31.05.2024	£520.83	£104.17	£625.00	Car Park Permit	MOP
20.05.2024	£21.75	£0.00	£21.75	Stationary	Langton Matravers Parish Council
	2011.28	104.17	2115.45		

b3 Grant request
To discuss and agree a way forward regarding the grant request received.

b4 Bank signatories.
To discuss and confirm Lloyds bank signatories.

0624-22c Parish Safety

c1 Internal Weekly Playground safety report
Fence damage has been reported.

Recommendation: To add a half round rail to the bottom of the fence to be able to stabilise the wire. (The extra rail would be on the outside of the fence to match the top and would run the entire length of the fence. (Approx 70m)

Cost is approx. £135 (Ex VAT) + labour which would be covered from Playpark reserves which currently stand at £14,498.



c2 Defibrillator monthly safety report:
In the last month, safety checks have been carried out on the defibrillators with no urgent items to report.

0624-22d Support for Village Hall Kitchen Project

Recommendation: To write a letter of support to the Village Hall Trustees, supporting the kitchen enhancement project.

0624-22e Lights in Public Toilets

The lights in the public toilets are not working in the gent's side, and partially in the lady's side. This issue has been on-going, with the current light manufacturer replacing all lights a couple of years back due to a known fault. Over the last 5-months multiply contractors have been contacted to ask for a quote to investigate the reason for the light failure, i.e. wiring, fuse box, or the physical lights with only 1 having provided a quote. Contractor 1 quote to investigate for 3 hours maximum cost £120.

Recommendation: To approve contract 1 for investigation works within the public toilets.

0624-22f Citizen's Advice – Mobile Bus Location

To note: during the Corfe Castle Parish Annual Meeting, the Citizen's Advice representative asked if they could try a new location, as the current location is not working and if numbers do not pick up then they will have to consider stopping the service. The location discussed was in the resident's car park, by the planter.

Recommendation: To consider purchasing a banner at a cost of approx. £49.00 (Ex VAT) on behalf of the CA, with the expectation they would place the week before.

0624-22g Annual Parish Meeting – Update

To note the Annual Parish Meeting was held, and several positive comments have been received regarding the format and advertising (banner). A suggestion for next years is to hold the APM on the same day as the normal monthly Council meeting, using the same format and advertising as this year.

Recommendation: To discuss and agree away forward, regarding holding the Annual Parish Meeting from 6pm to 7pm on the second Monday of May in 2025, with the Annual Parish Council Meeting taking place on the same day starting at 7pm. Both meetings will be held in the Corfe Castle Village Hall.

0624-22h Caretakers report

This month the Caretaker has carried out play park inspections, cut the grass by the toilet block, cleaned the square, cleaned the slide, trimmed the trees / hedges around the car park permit signs, cleared the sump, and edged the cremation memorials.