

Clerks Report – Updated Tuesday, September 3, 2024

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

0924-48a Action Log

To note and discuss any urgent item not listed below.

a1 Pest Control. To discuss and agree away forward.

0924-48b Financial Matters

b1	Bank Balance	31 st August 2024		
	00289201 – Lloyds	£16,410.63	00162368 – Lloyds	£5,449.28
	80031534 – Redwood	£65,481.62	Equals Money	£175.20
	Total	£87,516.73		

b2 Expenditure & Income

To discuss and approve the monthly expenditure and note the income. (August and September)

Expenditure for noting August Meeting

Date	Net	VAT	Total	Description	Supplier	Bank	Tender
12.08.24	£45.00	£0.00	£45.00	Playground Inspection	Ken Hussey Health & Safety Consultancy	Lloyds	ONLINE
12.08.24	£20.76	£0.00	£20.76	GA Refuse	Dorset Council Waste Services	Lloyds	ONLINE
12.08.24	£95.00	£0.00	£95.00	Playground Rent	National Trust	Lloyds	ONLINE
03.08.24	£462.83	£0.00	£462.83	Caretaker Hours	Tim Lee (Tim Lee)	Lloyds	ONLINE
06.08.24	£69.16	£3.46	£72.62	West Street Toilets - Electricity	Ecotricity	Lloyds	DIRDEBIT
31.07.24	£6.10	£0.00	£6.10	Postage	Post Office	Lloyds	ONLINE
29.07.24	£37.49	£7.50	£44.99	Landline	Currys PC World	Lloyds	ONLINE
09.07.24	£76.98	£3.85	£80.83	West Street Toilets - Electricity	Ecotricity	Lloyds	DIRDEBIT
01.08.24	£35.87	£7.17	£43.04	Phone	Vodafone	Lloyds	DIRDEBIT
01.08.24	£73.08	£0.00	£73.08	Pension	NEST	Lloyds	DIRDEBIT
01.08.24	£1,275.68	£0.00	£1,275.68	Wages	Michelle Harrington	Lloyds	ONLINE
01.08.24	£153.23	£0.00	£153.23	National Insurance & Income Tax	HMRC	Lloyds	ONLINE
01.08.24	£100.00	£20.00	£120.00	Signage	Bryan Benjafield (Cheap Printing Dorset)	Lloyds	ONLINE
31.07.24	£586.62	£117.32	£703.94	West Street Toilet Cleaning	J D Facilities	Lloyds	ONLINE
25.07.24	£14.00	£0.00	£14.00	NNDR	Dorset Council	Lloyds	DIRDEBIT
25.07.24	£30.00	£0.00	£30.00	Training - Councillor	Dorset Association of Parish & Town Council	Lloyds	ONLINE
25.07.24	£56.00	£0.00	£56.00	Highways Consultation - Leaflets	Octopress Printers	Lloyds	ONLINE
25.07.24	£98.00	£19.60	£117.60	Banners	Octopress Printers	Lloyds	ONLINE
25.07.24	£3.97	£0.79	£4.76	Paint Brushes - Playpark	Screwfix	Lloyds	ONLINE
25.07.24	£100.00	£0.00	£100.00	Membership Fees	Institute of Cemetery & Crematorium Management	Lloyds	ONLINE
£3,339.77		£179.69	£3,519.46				

Expenditure to approve for September

Date	Net	VAT	Total	Description	Supplier	Bank	Tender
02.09.2024	£1,424.50	£284.90	£1,709.40	Grass Cutting	Lowther	Lloyds	ONLINE
02.09.2024	£605.82	£121.16	£726.98	Cleaning	J D Facilities	Lloyds	ONLINE
02.09.2024	£73.65	£0.00	£73.65	Pension	NEST	Lloyds	DIRDEBIT
02.09.2024	£1,258.03	£0.00	£1,258.03	Wages	Michelle Harrington	Lloyds	ONLINE
02.09.2024	£156.60	£0.00	£156.60	National Insurance & Income Tax	HMRC	Lloyds	ONLINE
26.08.2024	£14.00	£0.00	£14.00	NNDR	Dorset Council	Lloyds	DIRDEBIT
26.08.2024	£5.41	£1.08	£6.49	Playpark Fence extra rail	Screwfix	Lloyds	ONLINE
15.08.2024	£124.00	£24.80	£148.80	Anchor Kit - Benches	NBB Recycled Furniture	Equals	CARD
19.08.2024	£422.70	£84.54	£507.24	Lights	P. Mack Services	Lloyds	ONLINE
£4,084.71		£516.48	£4,601.19				

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

Note 1: Explanation of payments: Clerks Hours 80.5hrs, (80 contracted hours, + 0.5 Additional Hours), £60 for monthly expenses, plus £8.10 Mileage (Ferry Meeting in Studland) Hourly pay rate @ £16.30.

To note the Clerks annual review is due and the Chairman and Vice chairman recommend in line with the Clerks contract that a one scale point salary increase to take effect as of 15th September 2024. (New pay Scale will be LC2-23

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 = £4,601.19

Income for noting August Meeting

Date	Net	VAT	Total	Description	Bank	Customer
24.07.2024	£9.72	£0.00	£9.72	Keyboard	Lloyds	Langton Matravers Parish Council
12.07.2024	£9.72	£0.00	£9.72	Keyboard	Lloyds	Puddletown Area Parish Council
31.07.2024	£203.78	£0.00	£203.78	Interest	Redwood	Redwood Bank
09.07.2024	£5.62	£0.00	£5.62	Interest	Lloyds	Lloyds Bank
07.08.2024	£400.00	£0.00	£400.00	GA Reservation	Lloyds	MOP
12.07.2024	£34.23	£0.00	£34.23	Administration Equipment Usage	Lloyds	Puddletown Area Parish Council
£663.07		£0	£663.07			

Income for noting September Meeting

Date	Net	VAT	Total	Description	Bank	Customer
03.09.2024	£0.00	£774.45	£774.45	HMRC VAT Refund	Lloyds	HMRC
25.08.2024	£330.00	£0.00	£330.00	GA Reservation	Lloyds	MOP
14.08.2024	£33.25	£0.00	£33.25	Administration	Lloyds	Puddletown Area Parish Council
15.08.2024	£450.00	£0.00	£450.00	GA Reservation	Lloyds	Albert Marsh Funeral Director
15.08.2024	£5.38	£0.00	£5.38	Interest	Lloyds	Lloyds
31.08.2024	£40.89	£0.00	£40.89	Interest	Redwood	Redwood
£859.52		£774.45	£1,633.97			

	Bank Reconciliation at 30/04/2024		
	Cash in Hand 01/04/2024		77,140.52
	ADD Receipts 01/04/2024 - 30/04/2024		27,797.22
	SUBTRACT Payments 01/04/2024 - 30/04/2024		104,937.74
A			8,566.81
	Cash in Hand 30/04/2024 (per Cash Book)		96,370.93
B	Cash in hand per Bank Statements		
	Petty Cash	30/04/2024	0.00
	Lloyds - Treasurers Account - 002	30/04/2024	59,839.79
	Lloyds - Business Account - 00162	30/04/2024	5,426.29
	Lloyds - Gods Acre - 00060859	30/04/2024	0.00
	Redwood Bank - Notice Account - I	30/04/2024	34,764.92
	FairFX	30/04/2024	0.00
	Equals Money	30/04/2024	178.40
			100,009.40
	Less unrepresented payments		3,638.47
			96,370.93
	Plus unrepresented receipts		
A = B Checks out OK			96,370.93

	Bank Reconciliation at 31/05/2024		
	Cash in Hand 01/04/2024		77,140.52
	ADD Receipts 01/04/2024 - 31/05/2024		29,918.47
	SUBTRACT Payments 01/04/2024 - 31/05/2024		107,058.99
A			11,961.10
	Cash in Hand 31/05/2024 (per Cash Book)		95,097.89
B	Cash in hand per Bank Statements		
	Petty Cash	31/05/2024	0.00
	Lloyds - Treasurers Account - 002	31/05/2024	25,519.23
	Lloyds - Business Account - 00162	31/05/2024	5,432.09
	Lloyds - Gods Acre - 00060859	31/05/2024	0.00
	Redwood Bank - Notice Account - I	31/05/2024	64,876.82
	FairFX	31/05/2024	0.00
	Equals Money	31/05/2024	32.81
			95,860.95
	Less unrepresented payments		763.06
			95,097.89
	Plus unrepresented receipts		
A = B Checks out OK			95,097.89

	Bank Reconciliation at 30/06/2024		
	Cash in Hand 01/04/2024		77,140.52
	ADD Receipts 01/04/2024 - 30/06/2024		31,761.66
	SUBTRACT Payments 01/04/2024 - 30/06/2024		108,902.18
A			17,270.88
	Cash in Hand 30/06/2024 (per Cash Book)		91,631.50
B	Cash in hand per Bank Statements		
	Petty Cash	30/06/2024	0.00
	Lloyds - Treasurers Account - 002	30/06/2024	22,940.18
	Lloyds - Business Account - 00162	30/06/2024	5,438.28
	Lloyds - Gods Acre - 00060859	30/06/2024	0.00
	Redwood Bank - Notice Account - I	30/06/2024	65,073.43
	FairFX	30/06/2024	0.00
	Equals Money	30/06/2024	38.00
			93,489.89
	Less unrepresented payments		1,858.39
			91,631.50
	Plus unrepresented receipts		
A = B Checks out OK			91,631.50

	Bank Reconciliation at 31/07/2024		
	Cash in Hand 01/04/2024		77,140.52
	ADD Receipts 01/04/2024 - 31/07/2024		32,024.73
	SUBTRACT Payments 01/04/2024 - 31/07/2024		109,165.25
A			21,365.97
	Cash in Hand 31/07/2024 (per Cash Book)		87,799.28
B	Cash in hand per Bank Statements		
	Petty Cash	31/07/2024	0.00
	Lloyds - Treasurers Account - 002	31/07/2024	17,985.56
	Lloyds - Business Account - 00162	31/07/2024	5,443.90
	Lloyds - Gods Acre - 00060859	31/07/2024	0.00
	Redwood Bank - Notice Account - I	31/07/2024	65,277.21
	FairFX	31/07/2024	0.00
	Equals Money	31/07/2024	148.91
			88,855.58
	Less unrepresented payments		1,056.30
			87,799.28
	Plus unrepresented receipts		
A = B Checks out OK			87,799.28

b4

Swanage Defibrillator Partnership

In February 2022 we agreed to pay Swanage Defib Partnership £325 each year to maintain our defibrillators. This was paid in 2022/23 but was not paid in 23/24 along with the other normal grants.

Recommendation: To agree to pay the Swanage Defib Partnership £325 in respect of maintaining the defibrillators in 2023/24

- c1 Internal Weekly Playground safety report
- a. Internal weekly report – Bench at rear of playpark is loose: Caretaker to repair. Bowing of picnic benches as discussed previously, anchor kits have been purchased and the Caretaker will install over the next few weeks. Bolts on Roundabout (As noted in external report, the Caretaker notes “Bolts have been checked – although there is a little movement in the railings the bolts are solid, can’t be tightened or loosened”
 - b. External Quarterly 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.
- 0924-48d Youth Club Memorandum of Understanding (MOU)**
The following correspondence has been received from Purbeck Youth and Community Foundation:
“We have been looking at our costs for the coming year, and in particular the proposed increases to staff wages, and would propose a termly cost of £1,642 for next academic year. I hope this will be acceptable, please contact me if you require further information.”
To note the cost stated above does not consider the £1,000 contribution from Youth Club and therefore the termly cost to us is £1,308.66 which is a 3.75% increase.
Currently CCPC contribute £1,261 per term.
Recommendation: To discuss and agree away forward.
- 0924-48e Electric Charging Point – Residents Car Park – Non-Disclosure Agreement**
Believe have confirmed after the feasibility study, that they are happy to progress with the installation of a charging unit. To continue they ask we sign a non-disclosure agreement, and they will share with us, their business plans which allows them to be able to offer the installation at no cost to us. The document will also state what they will pay us annually.
To note they are asking for two bays side by side. They are offering a 50Kw charger which will fully charge one car in 1-2 hours.
Recommendation: To sign the non-disclosure agreement, to enable Corfe Castle Parish Council to gain further information in regard to the installation of an EV charging unit in the resident’s car park.
- 0924-48f Residents Car Parking Issues**
Over the last several months several permit holders have experienced unauthorised cars parking in their parking bay. One permit holder arrived as the occupant was exiting the vehicle and asked them to move, having explained it was a permit holder only car park. The occupant of the other car refused stating they were only going to be a couple of minutes.
Another resident on returning has found a car parked, not displaying a permit, so decided to go for a drive for a couple of hours, on their return the car was still there, so they paid to park in the main car park.
There have been several other incidents and, on all occasions the car has not been the same car.

The Clerk has contacted Dorset Council and asked they increase their presence in the permit holder car park, and issue tickets to anyone not displaying a permit. (All permit holders have been emailed).

As this is happening with more and more frequency the Clerk requests Council consider possible solutions, to ensure the people paying to park in our car park, can in fact do so.
One possibility is to replace the old folding bollards. Several years ago, the old bollards were removed, as no one was using them as no one knew where the keys were to operate them. Bollards now can come with padlocks rather internal locks which would mean the lock could be cut off and removed if the key was lost or could be combination locks which require no key. The basic barrier with an internal lock starts from approx. £50, barriers with external padlock starts from £70. This does not include the grounds work or installation.
Another solution would be to remove the numbers and simply allow permit holders to park in any bay.
The Clerk sent an email to all permit holders and asked for their thoughts on the above options.
Five came back in favour of bollards, three in favour of “social” parking. All who replied stated they would accept whichever solution was put in place.
Recommendation: To discuss possible solutions for stopping unauthorised cars parking in the permit holder car park.
- 0924-48g Village Hall Representative.**
To discuss having a Parish Council representative on the Village Hall board.
- 0924-48h 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, strimmed the spoil pile bank in Gods Acre. & trimmed the hedge by parking bay 18 & around signs.