

### Clerk's Report: 24<sup>th</sup> March – 25<sup>th</sup> April 2018

- Producing the minutes of the last parish meeting dated 4<sup>th</sup> April 2018.
- Producing the minutes of the annual parish meeting dated 4<sup>th</sup> April 2018.
- Filing of invoices from the April meeting, filing of signed minutes and sending of payments as required.
- Paying of cheques into Lloyds bank for April income.
- Circulating April minutes x 2 to all.
- Emailing PATA payroll: usual hours worked, 6 per week, and liaison on end-of-year processes.
- Producing and sending meeting notice and agenda for May meeting.
- Preparing full agenda for meeting in May, distributing with relevant documents to Councillors at least 7 days before and publishing agenda in good time on the website.
- Updating website with meeting dates as well as minutes & agendas.
- Updating website with NDP minutes and associated documents as and when produced.
- Preparing list of expenditure and cheques to be signed at May meeting.
- Filing bank statements received.
- Collating appropriate correspondence for information, circulating as necessary between meetings.
- Checking and responding to e-mails at least twice weekly.
- Preparing grass-cutting contract for A48 verges and filing signed copies.
- Liaising with Locality grant body regarding end of current NDP grant, arranging repayment of unspent monies and applying for the next phase of grant.
- Liaising regarding grass-cutting arrangements with community payback organisation.
- Contributing information to arrive at revised council budget and accounts spreadsheets.
- Contacting AM Services (Woolaston Playing Fields' grass contractor) to discuss them taking on the role of 'backup' contractor for Alvington Playing Field. **Recommendation: Councillor or Clerk to meet with owner of AM Services to confirm the arrangement.**
- Attending GAPTC Clerks: The Knowledge (part 1) training course and identifying recommendations to the council following this – see below.
- N.B. Still no response to Knapp Lane concerns (sent 13/2). I have now chased this up and will continue to do so.
- Admin to move forward the return of the faulty play equipment. **Recommendation: identify some local, friendly hauliers who could provide a quotation.**
- Arranging provision of a new chequebook/paying-in book for council banking.
- Advertising casual vacancy/updating councillor details to reflect Cllr Collier's resignation
- Information audit in preparation for GDPR (inventory to follow).
- Writing a letter of objection to FoDDC regarding P0002/18/FUL Walnut Tree Cottage.
- Ordering Parish Online and circulating login.
- Liaison with Severn Trent regarding work at 2 Main Road. They identified two 'tickets' raised relating to the property: February 2016, then August 2017, when they carried out a big cleanse of the sewer, completed in Oct 2017, and nothing raised since. For smoother enquiry process next time, the reference number for the Aug 2017 job is 11684181. **Recommendation: Councillors/residents to pass on to residents in this specific locality that the advisor noted that the stream is very close to the manhole cover, so if the stream ever overflows, it's important to call Severn Trent out immediately (4 hour max response time) by phoning 0800 7834444.**

- Liaising with the Woolaston Clerk, who gave details for the contact who gave their council a lot of very useful defibrillator information, before referring them on to Julie Philips from company Cardiac Science. The council also applied for a £500 grant from FoDDC.  
**Recommendation: Clerk to contact Kevin as a first step.**
- Derelict shop: Response received from FoDDC (which has been circulated to councillors) outlining next steps they'll be taking – starting with an enforcement officer assessing the impact that the building has on the surrounding area.
- REACR are interested in advertising through our newsletter. **Is there a publication timescale agreed yet? Also, what is the price for a double advert?**
- Annual leave: Owing to the demands on my time from handover, training, financial end of year, I have 9 hours (1.5 weeks) remaining from last civic year. According to my contract, this can be carried over to the next year, subject to approval of the councillors so **I request that 9 hours of annual leave to be carried over to civic year 2018-19.**
- On the same subject, **I ask that council considers my request to take annual leave for the whole of the week commencing 28/05/2018.**
- Pay – currently £9.21 an hour (NJC SCP 17). Contract states that subject to satisfactory performance I would progress through the increments until reaching the top of the scale. Provided that council are satisfied with Clerk's performance so far, the proposal would be for an increase to SCP 18 at an hourly rate of £9.808. **I propose that the council review my pay as described above.**
- Updating the Standing Orders in line with new NALC model.
- Updating the council Asset Register

#### **Recommendations from training:**

1. Reminder: The Standing Orders stipulate that decisions made by council are made through a motion and seconder, and then put to vote. This is the format that council should be following for all decisions.
2. Reminder: Matters Arising/Public Forum: A question raised by the public shall not require an answer/decision at the same meeting. If the issues are important then they should be added to the next agenda; this is because anything requiring a decision/discussion must appear in full on the agenda.
3. Reminder: technically, a member of the public should raise their hand when requesting to speak, and should be given three minutes to speak – although an extension can be granted at the discretion of the Chairman/person presiding.
4. Recommendation: Public Forum should occur earlier in the meeting, ideally after agreeing the minutes. This is so the public can express any views on matters to be discussed later on in the meeting, so that the views of the public can be taken into account when discussing and taking decisions.
5. Recommendation: the council needs both disciplinary and grievance procedures, and this needs regular updating.
6. Recommendation: I would like to start providing correspondence in a separate list, to more effectively convey all information received and to ensure nothing is missed.
7. Recommendation: When agreeing the minutes, it is best practice for the Clerk to handwrite any corrections on the copy to be signed. It is also best practice for the Chairman to initial every page. I would like to implement this if no objections.
8. Recommendation: The Clerk should not act as signatory unless in an emergency.

9. Reminder: *The Good Councillor's Guide*, a useful and concise guide on many councillor matters is available in PDF format at: <https://www.nalc.gov.uk/library/publications/801-good-councillors-guide/file>. I also hold a hard copy if anyone wants to borrow it.

**I propose that the council adopts the above recommended ways of working, and bears in mind the reminders when transacting business.**

A handwritten signature in black ink, appearing to read 'Meg Humphries', followed by a long horizontal line extending to the right.

Meg Humphries

Clerk to the Council

25/04/2018