

Clerk's Report for April 2020 Full Council Meeting

Actions taken 25th March to 29th April 2020 inclusive

Clerk pay – an update:

As per contract, a pay increment will be awarded each 1st April, subject to satisfactory performance. Each increment on the pay scale is about 20p/hour. The Clerk asks the council to consider and make a decision on awarding an increment for 20/21.

Cost-of-living increase: The exact percentage increase for local government pay scales is still TBC due to ongoing discussions between government and unions.

Until cost-of-living percentage is agreed, the Clerk will not instruct any changes to payroll. As per the contract, the difference in pay will be applicable from April and paid in arrears once final figures are available.

Specific to this period

- Continuing to liaise with FoDDC on behalf of NDP committee regarding examiner report, fact-checking and referendum timings; amending NDP web page to ensure accessibility.
- 19/20 internal audit: liaising with GAPTC on documents/information required by auditor
- 19/20 external audit: liaising with GAPTC and PKF Littlejohn on arrangement changes in light of Covid 19.
- Organising old paperwork ready for archiving (ongoing when time permits)
- Liaison with parishioners regarding updating the parish emergency plan
- Reporting/chasing several Highways issues
- Social media/communications/various administrative tasks related to the Covid-19 outbreak
- Making arrangements for electronic payments to replace cheques during social distancing measures
- Liaising with Cllr Haslam and Cllr Heys to finalise the detailed 2020-21 budget in light of more detailed costs becoming available
- Liaising with Playsafety regarding play area inspection arrangements, reports and invoice

Routine Tasks

- Producing the minutes of the last Full Council Meeting
- Filing of invoices from the previous meeting, filing of signed minutes and sending of payments as required.
- Liaising with Highways regarding parish highways issues
- Depositing of cheques/cash into parish council bank account
- Circulating previous meeting's minutes to all
- Producing and sending meeting notice, agenda and meeting pack for upcoming meeting
- Preparing full agenda for upcoming meeting, distributing with relevant documents to councillors at least 3 clear days before and publishing agenda in good time on the website.
- Updating the council website with meeting minutes and agendas.
- Updating website with NDP minutes and associated documents as and when produced.
- Preparing list of expenditure and cheques to be signed at the upcoming meeting.
- Filing bank statements received and logging transactions in the Cash Book.
- Collating appropriate correspondence for information, circulating as necessary between meetings.
- Checking and responding to e-mails at least twice weekly.
- Updating the Facebook page as and when required.

Meg Humphries
Clerk to the Council
29/04/2020