**Clerks Report**

**Report on Actions from meeting dated 13/12/2022**

Item Number 22/114 - The Parish Council comments on planning application 6/8/22/107 were submitted on the 19/12/2022.

Item Number 22/117 - Following on from Cllr Foxwell’s query in the last meeting regarding planning application number 6/8/22/10 I asked Cllr Nicholson if she could look into this and she confirmed that there was still no decision on the application.

Item Number 22/118 - Kate Brown confirmed that the TRO would be advertised in the local paper. Since the last meeting the location of the new signs has been confirmed with Kate. Kate is currently processing the documents for submission and will pass the information over to the TRO team. Once the TRO is advertised Kate will send us a copy to include on our noticeboards and website.

Item Number 22/121 - I Put together a new tender document for the cleaning of the public toilets. A notice was circulated on the website and Facebook page and on the public noticeboards and also an ad was put in the WSFP. I also emailed a few local companies directly. So far we have had no tenders received but they have got until the 17/02/2023.

**Subgroup & Committee Updates**

Finance & Risk Working Group – Nothing to report

Snowdrop Valley Committee – Cllr Norman will give an update during the Parish Council Meeting.

Health & Safety Committee – Nothing to report

New Website sub-group – Cllr Levenson recommends that this is now stood down as the new website is now live and only requires updates/content which the Clerk will manage with Cally Elston.

**Other Actions**

Attended The Essential Clerk Training Webinar: Powers and Duties

Attended The Essential Clerk Training Webinar: Meetings, Agendas and Minutes

Attended The Essential Clerk Training Webinar: Finance & Audits

Prepared and laminated signs and parking permits for Snowdrop Valley

Prepared walking map 1 and 2 for Snowdrop Valley and arranged for them to be printed.

Refreshed signs in the public toilets that had gone mouldy.

**Update on Current projects**

**Bank** – All councillors are now set up as signatories on the bank. As circulated previously the online banking payments do not work with the 2-signatory authorisation that the council needs for its financial regulations. Therefore, payments still need to be made in the usual way of cheques. I will look into the options for the council going forward. I have not had time to do this up until now due to the training sessions taking up a lot of time.

**Official Documents** – It was highlighted by the clerk training that the PC don’t have some official documents in place that need to be in place. I am in the process of getting all of the documents listed in order and will circulate further information on them when ready:

* Reserves policy
* HR Committee and Policy
* Scheme of publication
* Finance risk assessment
* GDPR audit

**Bookkeeping** – I have put in place a new cash book that wasn’t in place before as this was highlighted in the audit.

**Cyber Security** – It was also highlighted in the training that it is recommended that Councillors use council email addresses rather than using personal or business ones. I will look into the best way forward on this.

**Mobile Phone** – I’m looking into a new phone app that can be used on my mobile phone for the council number that would be cheaper than what we have got currently. I will circulate further information in due course.