

Clerks Report

Report on Actions from meeting dated 16/05/2023

Item Number 23/38 iii) – There are two awards which are the Chairs Award through Somerset County Council and the Star Council Awards through NALC. The Chairs award can only accept nominations by Parish Councils but the Star Council Awards anyone can nominate. I have asked Cally and Helen to advertise them on the website and Facebook pages if possible.

Item Number 23/40 vii) – I have emailed Sam regarding this, she has asked for more detailed information of how much the scheme is going to cost which Kate Brown is in the process of finding out. Once I have this information, I will update the application for the devolved funding scheme and send to Sam again as she said the panel need as much detailed information as possible.

Item Number 23/41 – I have emailed the company to order the clock but have not heard anything back yet. Due to being very busy with the internal audit I have only done this recently.

Item Number 23/42 – I have emailed Ian Atkinson telling him about the donation who was very thankful, he will be sending a formal thank you letter soon.

Item Number 23/47 – I have had confirmation from the Internal Auditor that we have to split out the purchase price and the capital investment in the Asset register. We also need a separate column showing updated prices for insurance purposes. I will look into making this correct, but it will take a bit of time as I will have to look back through all the old accounts to try and find the original purchase prices.

Item Number 23/49 1.1 – The original insurers couldn't match the price of BHIB. I asked a couple of local clerks to see who they are insured with which were both BHIB. After checking everything regarding Snowdrop Valley etc I have gone ahead with the BHIB quote which is £691.48 per year over the next three years.

Subgroup & Committee Updates

Finance & Risk Working Group – The minutes of the FWRG 16/05/2023 have been circulated.

Snowdrop Valley Committee – Nothing to report.

Further details on Agenda Items

13. i) Agree the 2023 – 2024 Snowdrop Valley budget if agreed to go ahead in item 10

If it is agreed for the Snowdrop Valley event to go ahead next year, the FRWG group put together their recommendation for the Snowdrop Valley budget which will be sent to Councillors before the meeting to look at.

13. ii) Agree a donation amount to Cutcombe First School for a new storage area.

The quotes that Alison supplied will be circulated to consider how much the Council would like to put towards the school's new storage area.

14. End of Year Audit 2022/23

The internal audit went really well. One of the main points that came out of it was to make sure when I transfer money from the Snowdrop Valley event to the bank that it is within the limits of the insurance which is set at a certain amount, this limit also applies to the amount in a safe. This will be added to the financial risk assessment which I am still in the process of finalising. Another point that was raised was regarding my pay grade, it was recommended that a job evaluation is undertaken to assess the level of responsibility and relevant pay band for my role. Councillors will need to decide whether to go ahead with this and to agree to action the outcome.

Other Updates:

Mobile Phone

I'm in the process of getting a pay as you go EE sim to replace the current Vodafone one for the Council phone. This is due to Vodafone not letting me change the name on the account from the previous clerk, and because there is much better signal for EE in Wheddon Cross. I am hoping to be able to keep the same number but if

that's not possible I will update all the info for this where needed. There will be no change in the cost for this as it is pay as you go, so the same but just a different provider.

Section 137 policy

It has been highlighted that we need to put together a policy for when people ask for donations from the council. I am in the processing of putting this together and will bring to full council for approval.

Casual Vacancy

The deadline for electors to write in for an election is the 13th of June. After this date the Democratic Services team will contact me to let me know whether we need to hold an election for the vacancy or if we can co-opt a councillor onto the council at the meeting in July.