

Clerk/RFO's Report, July-August 2023

Finance:

12/7 S137 BACs paid.
19/7 Income & expenditure reports.
12/7 I.T Reserve Report-quote sought for Clerk laptops.
1/8 Bank Reconciliation.
11/8 Budget prep meeting
External auditor correspondence

Community:

12/7 Purchase stock for Playscheme and agree weekly plan.
BACS to schools for summer half-term.

Bersted Hub Community Day-Cllr stand

I have attended informal meetings to agree arrangements for our attendance at their community day and their attendance at our playscheme on Friday's during the school holidays.

Bersted Friday playscheme

Weekly support and attendance.

Personnel

24/7 Salaries
Staff internal & external training arrangements.
25/7 personnel meeting:
Oversee conclusion of probation of Trainee Clerk June -Community Clerk.
Oversee timeline of Contractor Tenders.
Staffing budget 24/25.
Contract & Annual Leave entitlement updates for all Clerks due to change of hours.
WSSC variation forms for change of hours/member allowance requests.

Staff Training between Clerks:

19/7 VAT Return & VAT training.
11/7 Financial training.
26/7 Planning and QB invoice training.
16/8 Social media/website training.

20/7 **Clerks networking** meeting at Bersted:

Attendees Bersted, Singleton & Charlton, Southbourne, Wisborough Green.

Topics discussed:

Risk assessments for village clear ups

Community events-Annual Parish Meetings

Bye Laws-change process.

QR payment codes

ASB

Planning advice regarding obtaining S106

ADC printing service

Recommended fencing companies

Cllr vacancies after elections.

Next Clerk networking at Littlehampton TC, Tuesday 19/9, 11am.

General:

Arranged first aid training for all for 15/8.

Responded to Councillor vacancy enquiries.

Created and circulated Council documentation for 8/8.

Council meeting review with Deputy/Trainee Clerk/Chairman for 8/8.

17/8=online police meeting

Maintenance week arrangements for w/c 21/8 refurb of Deputy/Community Clerk office, and boiler service for Wed 23/8.

Obtaining rear fence quotes for Jubilee Fields=Budget 24/25.

Obtaining tree surgery quotes for Jubilee Fields=Budget 24/25.