

Clerk/RFO's Report, November/December 2023

Finance:

Budget prep meetings.
Various invoices paid by BACS.
Income & expenditure reports.
Petty Cash & Bank Reconciliations.
Bank signatories.
Salaries & WSCC Variation forms/NALC pay agreement -staffing budget review.
Rolling maintenance plan.
Asset Register and audit preparations.
Insurance Review/Emergency Procedure Review.
H&S and Spinney review.

Finance meeting preparation and attendance:

Requested various quotations related to next year's budget.
Speed Indicator Device related research with Sussex Police etc.
Emergency Resilience related research with WSCC and Felpham PC etc.
Budget forecast on new hall charges and known estimates.

Internal meetings -Deputy & Community Clerks & Councillors:

Budget overviews.

General:

Councillor vacancy -required actions.
Hampshire Pension Services-online course attended on 8/11/23 at 2pm:
Policy and handbook Review-preparation for February Finance and Personnel meetings.
ADC Clerk meeting attended on 23/11 at 11am.
Clerk team lunch 13/12 arrangements.
Sent out Clerk networking arrangements.
Sent out ADALC arrangements for 1/12.
Liaised with WSCC Highways Stakeholder and Partnerships Lead to arrange a visit to Council and Clerks within the Arun District through the Clerk networking hosted by Bersted. (*Next meeting at Bersted 14/12*).

14/11/23, Tuesday 11am, Clerks Meeting -North Mundham: Attendees: Louise (North Mundham, Earnley & Apuldram PM), Nicola (Pagham & Donnington), Louise (Wisborough Green), Heather (Aldwick) and Viv (Singleton & Charlton). Nicola - attended online.

Apologies: Debbie (Bersted), Tracy (Angmering), Alison (Sidlesham) and Ruth (Oving)

Topics discussed:

- Public toilets and the handing over to parish councils and the costs incurred.
- Community Payback, Immediate Justice, and Young Offenders Scheme.
- Bus shelter vandalism
- Banking in particular Barclays Bank and the Know Your Customer requirements and the time taken to amend bank mandates. It was noted that NALC representatives were holding meetings with Barclays Bank to try and address parish councils' concerns.
- Cyber Insurance – it was noted that cyber insurance only covers the costs of paying someone to sort out the issues associated with being hacked.
- Meeting dates – the meeting Calander was highlighted, and those present were asked if they were able to host the meeting on 16th April – no one came forward.

Steve Hill, West Sussex County Council, Stakeholder and Partnerships Lead arrived.

- Steve advised that he is carrying out a review of the service and communication with Parish Councils and he is in the process of arranging a schedule of meetings with a range of parishes in the Arun District to discuss information and communication with the Highways Department. He would like to gain an understanding of the headings listed below:
 - Do you think you are missing any information about highway matters?
 - Is there anything that works well that you would like to continue (newsletters, visits from area teams, etc.)
 - What would you like more info on i.e., Community highways Schemes, Community Traffic Regulation Orders, potholes, grass cutting schedules, drainage issues, etc.
 - What are the top 3 things that frustrate you about highways in your parish.
 - Do you know who are the key contacts in Highways, and which WSCC departments you should contact on various matters?
 - How do you currently report highway issues? Are you using our online reporting tools or customer service centre?
 - What would be your preference re contact from HTP at WSCC?
 - 1) WSCC officers coming out to meet with you?

- 2) Drop-in sessions at the highway's depot with other Parishes
- 3) Virtual surgeries (either on own or with other parishes)
- 4) Virtual updates (via email)
- 5) Self-service info which is updated regularly (virtual noticeboard/info made available on 'Earthlight' map, etc.) or do you have ideas for another format?
 - Would it be useful for you to have promotional and information material from us to distribute? If so, what? Posters, SM flyers/graphics, leaflets, videos, etc.

Following discussion, it was agreed that it would be a better use of Steve's time if he held meetings with a group of parishes, as the issues are likely to be similar.

It was agreed that Steve would be a point of contact for Clerks with any outstanding issues with the Highways Team and he will investigate them. He would particularly like information on issues with the reporting system.

He advised that Parish Councils can purchase additional works by the County Council contractors at a reduced cost, as the County Council now only provide a safety level service and not necessarily to the visual standards that Parish Councils or the residents would like for their area.

Steve also agreed to provide costs, specification information and contact details in relation to the following tasks:

Sign washing

Grass cutting

Tree/hedge cutting

Drain and gully clearance

Road sweeping

The public contact address for Steve is active.communities@westsussex.gov.uk