

Clerk/RFO's Report, October/November 2023

Finance:

Budget prep meetings.

Various invoices paid & BACS to schools and grant applicants.

Income & expenditure reports.

Petty Cash & Bank Reconciliations & VAT return.

Finance meeting preparation.

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.

Bank signatories.

Quotations sought for next year's budget expenditure.

Personnel

26/9 Salaries.

Personnel meeting 24/10

Staff internal & external training arrangements & review of timesheets.

Oversee timeline of Contractor Tenders-October meeting.

E01-23 NALC pay award applied to budgets.

Internal meetings -Deputy & Community Clerks & Councillors:

Budget overviews.

Clerks networking

19/10/23, Thursday 11am, Clerks Meeting -Bersted:

Attendees: Aldwick-Heather, Angmering -Tracy, Bersted Debbie & Sue, Earnley/N.Mundham-Louise, Sidlesham-alison, Southbourne-Shelia, Walberton-Chloe, Louise-Wisborough Green.

Topics discussed:

1. Quorum of Council meetings - see your terms of reference & standing orders to see if an update is necessary.
2. Fire Regulations of public buildings.
3. Electrical safety in public buildings-I. e electrical testing every 5 years.
4. Cyber security - check with your insurance & I.T companies to ensure Council is sufficiently covered, allow for insurance to go up by possibly 30%?

5. Potential Parish Council bank accounts-Redwood and Cambridge & Counties suggested.

6. Internal auditor -regular change is advisable.

7. Budgets - most still to do but at least 5% likely, process most have is a budget working group of 3, not whole Council involved & only have 1 finance & 1 Council meeting to approve.

8. Reserves-most have a reserve line in their budget to top up reserves which forms part of precept request.

9. Burial Ground policies -ensure up to date to include specific requests i.e Travellers.

10. Village gates.

General:

Councillor vacancy -required actions.

Created and circulated Council documentation for 10/10.

Willowpond & Spinney Clearance flyers.

Community Action support where required.