

## Clerks Report, April-May 2023

Concluded audit with internal Auditor and Insurers.

13/4 Infrastructure meeting-one of the actions from this meeting is to progress the Operation Watershed quotes for Shripney-correspondence continuing.

13/4 Lichfield presentation-I requested an answer for our objection -still chasing.

14/4 F&GP review

18/4 Sue and I met with Hannah Wales who assists Aldingbourne PC with social media, newsletters etc: Overviewed ways in which Hannah may potentially assist Bersted PC, Hannah will send in her findings and any proposals for the F&GP Committee to consider.

20/4 Hosted **Clerks networking meeting** here: Attendees: Angmering, Bersted, Earnley/ North Mundham, Hunston/West Itchenor, Singleton/Charlton, Westbourne, Westhampnett, West Wittering, Wisborough Green.

Topics discussed:

1. Election costs
2. Co-option rule (within 7 weeks) CDC Clerks have been notified that all vacancies must be filled within the 7 weeks.
3. General Power of Competence (GPC) -discussed use of this if project has already commenced.
4. Annual Parish Meetings (Elector meeting March -May after 6pm)  
Parish Council experiences shared as to what format works well.
5. Allotment charges and resident waiting lists-discussion on the terms allowing neighbouring parish residents-to have a plot if they have no actual resident requests themselves, charges also discussed i.e water.
6. Closed churchyards/stability testing for memorials -Clerks that have previous experience offered those in need of some information and advised to see Clerks facebook forum and seek advice from District Council.
7. WSCC Pensions- Clerks requested that Debbie contact WSALC to contact WSCC to make their correspondence clearer, so Clerks/Council can fully understand what is required in their responsibilities and options i.e ill Health Retirement, Discretions, EOY returns.
8. Insurance-ill health -staff costs ensure these are covered, as well as enough reserves/insurance to cover locum costs.
9. Operation Watershed/paths by watercourses -Clerks that have previous experience offered those in need of some assistance.
10. All present wished Linda from Westhampnett all the best on a well-deserved retirement and confirmed they would all miss her; Linda has shared with Debbie her personal email address in case any wishes to contact her.

24/4 Salaries

25/4 F. Regs 2.2 and Finance meeting

### **External Meeting/correspondence**

4/5 I meet with Bognor Foodbank to establish Bersted Jubilee Hall donation arrangements and advertising for them their opening times and what assistance they could offer i.e their link to the C.A.B and to link them to our future events i.e Playscheme, Tea & Coffee Club, Grants. I took the opportunity whilst I was there to visit Bognor Regis Action Group (**BRAG** -grandads front-room) to see what links we could make and to share information. They offer a community group, Peoples Pantry and a warm space, I also met Georgina from BR Community Cleans and discussed litter picks etc. Actions required by me now complete.

I have also touched base with **Bersted Hub and VAAC** and sent them some of our publications.

AGM preparation and advertised Cllr vacancies and issued packs to interested ones.

Issued outlook invites to Councillors for meetings and litter picks & issued AGM agenda and all supporting paperwork required for the AGM.

10/5 AGM review with Trainee Clerk

11/5 AGM review with Chairman and Deputy Clerk

16/5 Council AGM

17/5 Submit signed AGAR.

23/5 **Community Action** meeting/research: Playscheme arrangements confirmed & handover to Trainee Clerk. Payments made by BACS to **Bersted Green and Southway School** to assist families in need of fresh food support and **Holy Cross Church** for Coronation (bouncy castle).

23/5 **Finance meeting**/research & obtain quotes:

- Interior signage design and costs
- Wall Mounted Noticeboards
- Dog/Litter bin requests
- Review-Financial Regulation/Standing order
- Review-Terms of Reference/Investment Strategy
- Social Media review with Hannah Wales who supports Aldingbourne PC social media

30/5 **Forward Plan/Personnel** meeting/research

- H&S: Including tree surgery apt for Jubilee Ditch trees
- Business Parish Plan objectives
- Appraisal arrangements for 23/5
- Pension discretions -annual review
- LGPS annual return
- LGPS 3-year pooling agreement
- Staff training for Deputy & Trainee Clerk -audit and community action events, AGM