

Clerk/RFO's Report, October/November 2024

Finance:

Budget prep meetings.

Various invoices paid & BACS to schools for families.

Income & expenditure reports-updated with additional columns.

Petty Cash & Bank Reconciliations & VAT return (Oversee Deputy Clerk's training).

Finance meeting preparation-Reserve sheet updates.

Requested various quotations related to next year's budget.

Business Parish Plan Objectives (BPP) research & correspondence to obtain costs:

Arranged Solar Panels site visit for 10/10, corresponding with engineer to obtain required quotations.

BPC Risk assessment: -arranged Portakabin site visit assessment to ensure policy is up to date.

Liaised with our insurers and photocopier lease company to ensure cover is in place.

S106 correspondence/application supporting evidence i.e carpark revised quotes.

CIL project review with Deputy Clerk.

Personnel

Salaries/ Members allowances.

Personnel meeting 8/10:

- Contractor letters to advise of NLW based increase with effect 01/04/25.
- Flexible working request-Community Clerk.
- Change of hours-Contract updates for Deputy Clerk & Community Clerk.

Personnel meeting 12/11:

- Strain costs-ill health policy cover research with Hymans Robertson PLC.
- Updated 25/26 staffing budget to incorporate NALC pay award (0.59-0.62p p.hr).
- Enquiry with WSCC re increase in employer N.I contributions.

Staff internal training arrangements & review/approval of timesheets/annual leave.

Internal meetings/training -Deputy & Community Clerks.

Team session day arrangements.

General:

Attended Bersted Advisory online meeting on 17/10 & circulated update internally.

Attended Bersted Emergency Resilience meeting on 22/10.

Arranged/Overseen H&S works to foyer floor.

Arranged Alarm/CCTV service appointments.

Clerked the Planning meeting (Sue A/L).

Supported the Deputy Clerk & Community Clerk when required i.e Operation Watershed and welcome pack for new residents.

Corresponded with our monitoring companies to confirm the December alarm activation arrangements.