

## **Clerk/RFO's Report, January-February**

### **Finance:**

Various invoices paid & BACS to schools for families.

Attended WSALC online course re bank accounts.

Income & expenditure reports

Petty Cash & Bank Reconciliations

Finance meeting preparation-grant applications etc

Review grants & policies & Issue agenda & supporting documents for 18/2.

Asset Register & Internal auditor arrangements.

### **Personnel/courses**

Review NALC policies & Issue agenda & supporting documents for 18/2.

Salaries.

Identified & Conducted staff internal training sessions, booked external WSALC training for Cllrs and Clerks.

Attended online courses for **website** (Aubergine) and banking, arranged by WSALC/Hinckley & Rugby Building Society who specialise in Parish Council banking:

#### **BANKING FOR LOCAL COUNCILS**

Delivered by Mel Aspden, Assistant Product Manager at Hinckley and Rugby Building Society, she has been exploring how, as a building society, they can better support local communities, including Parish and Town Councils. Presentation to include the following:

- Key terms to be aware of – jargon.
- Types of savings accounts – an overview
- Suitability of accounts
- Difference between a savings/deposit account vs investment
- Benefits of shopping around
- Why spread your funds across different organisations
- Restrictions
- Security
- Managing your accounts
- Who needs to have access?
- Hinckley & Rugby's solution
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Attended **WSALC Clerks networking** online course, 45 attendees, topics as below:

- Devolution-first ensure you have the funds for additional services if you wish to pick these up. It is unknown at present what funding opportunities there will be. Regarding public consultation plans see WSCC email circulated (Paul Marshall).
- Business Plan-be realistic with your aims & objectives. Look ahead is there development planned that may bring funds. Trevor is available without charge to assist.

- Emergency plans for communities-template from Dee Thornton is available.
- In an emergency if you need the Sussex Police, Trevor can be contacted to escalate this for you.
- Community wardens in some area's Parish/Town Councils pay for these as employees. This helps as there is a shortage of PCSO's, as Sussex Police are underfunded.
- Planning-Steve Tilbury report will be circulated soon to all parishes re NHP and NPPF.
- Remote meetings-likely to be allowed again.
- VE day flag-email to follow shortly with more information.

**For Council:**

Issued agenda & supporting documents for 11/2

Various review meetings with Cllrs and Chair

Various review meetings with Caretaker and Groundsman.

Reserve review

Budget review

Handbook review

Gave additional cover for absences for business continuity.

Community Action reviews.

Attended:

20/1 **Health & Safety** meeting-arranged LANTRA course for Chair & Groundsman.

20/1 Tea & Coffee Club.