Clerk’s Report - July 2022

Following approval at the May meeting, a new Laptop has been purchased and has proven transformational in allowing tasks to be carried out in an efficient manner. The cost was £449 however VAT can be claimed back, net cost £374.17. A laminator has also been purchased and both items added to the Asset Register along with the Gazebo and Barbeque purchased for the Daffodil Weekend.

The Internal Auditor’s report has now been circulated, some actions remain outstanding and continue to be worked on.

The BHIB Insurance renewal notice has been received, this will be year 2 of a 3-year deal at a cost of £283.01, which is the same as last year. There are some minor amendments to the cover provided as a result of the Covid pandemic. The insurance premium includes a subscription to Parish Online mapping software, this was used when requesting the Jubilee Road closure to produce maps of the closure and diversion route Access to Parish Online is potentially very useful to the council and is worth continuing.

Following apologies sent for the Annual Parish Meeting, Revd Kat Mepham has accepted an invitation to attend the ordinary Parish Council Meeting on 21st November.

The Public Rights of Way information pack has now been distributed throughout Kempley. Further copies of the map and leaflets are available. Two incidences of positive feedback have been received.

Following a discussion at the Annual Parish Meeting, Naomi Cryer has volunteered to distribute copies of the Community-Led Plan 2017 to households new to Kempley. A ‘welcome pack’ for the village is to be discussed as item 67 on the agenda.

Because of changing clerk, Kempley Parish Council no longer has access to the book: **Local Council Administration** by Arnold-Baker *“… a complete statement of the law relating to parish and community councils, in the form of an extensive though succinct narrative accompanied by comprehensive statutory materials. Now in its twelfth edition, the ever-popular 'yellow book' remains the key text for Parish Councils, Local Authorities, barristers, and solicitors practising in local government law and public and administrative law.”*

This book is available through SLCC at a discounted rate of £119.00 but they are currently out of stock. It’s also available from Amazon at £161.99. It’s recommended the Council considers purchasing a copy as a reference tool.

During May and June, clerk hours additional to those contracted were necessary to complete essential tasks, mainly due to the annual Internal Audit, Annual Parish Meeting, Jubilee, Public Rights of Way information pack and further ‘one off’ actions relating to change of clerk e.g. organising bank account access and HMRC website access, both of which have proven time consuming. Payment is requested for these excess hours and a timesheet prepared.

Free clerk/RFO training from ‘Scribe’ accounting software has now been completed and there is a raft of further training available from GAPTC. Whilst completing this, there will be limited Clerk capacity for additional project work. Some of the training incurs a cost which will be claimed back via expenses.