

Clerk Report – 04 May 2021 (2 months)

1. Prepared the end of year accounts and delivered them to the Internal Auditor. Collected the accounts after the audit had been carried out.
2. Submitted the VAT reclaim as at 31 March 2021. The amount reclaimed is £1799.49. This has not yet been paid into the bank but should arrive soon.
3. Circulated to Councillors the Internal Audit Report prepared by Catherine Moore.
4. Circulated to Councillors, before the Annual Parish Council Meeting, the Annual Governance documents. These will need agreeing and signing at the meeting on 4 May 2021.
5. Notice of Public Rights will be set for 14 June 2021 to 23 July 2021.
6. The fly tipping outside the Blue Boar has been removed.
7. CIL report as at 31 March 2021 was prepared and has been uploaded onto OPC website and a copy emailed to ESC.
8. Continued to work on the agreed CIL purchases for benches and bins. The licences have been agreed for the benches at Holly Hill and Oulton Playing Field.
9. Received an email on 16 April 2021 advising that there was a delay in finding out the outcome of the LCAS. Still no further update.
10. Prepared the GDPR/Information Audit for Council to consider.
11. Beginning to make progress with the grit bins. There is just one more grit bin that needs soring and this is the one at Oulton Community Centre.
12. Took delivery of SID number 2. This was then collected by Cllr Robin Hinton and is already in use.
13. Ordered new padlocks for SID number 1.
14. The asset register has been updated.
15. Due to an increase in asset value the insurance provider had to be notified and an adjustment has been made to take into account the increase in value of the assets.
16. Finished setting up the Gmail addresses for Councillors.
17. Invited Chris Ryde and Rev Helen Jary to the OPC meeting on 4 May 2021.
18. Set up the agreed NEST pension. Employer and employee contributions started with April 2021 salary. Pension contributions will come out of Unity Trust Bank by direct debit.
19. Displayed the Election notices.
20. Displayed the public path diversion order for footpaths number 7 (part) and number 8 (part).
21. Attended clerk networking on 18 March 2021 and 14 April 2021.
22. Completed some units of the Cyber training.
23. On a regular basis forwarded on the coronavirus updates.
24. Uploaded relevant information/documents onto the website.