

Clerk Report – 6 October 2020

1. There still has been no further progress on the VAT amounts which were reclaimed from HMRC and must be returned to SCC (£660) and ESC (when it was Waveney DC £170.40). OPC must keep £839.40 aside until further instructions are received from SCC and ESC.
2. Attended virtual Clerk networking sessions on 11 September 2020.
3. Ensured that everything is in place for the Foundation Level of Local Council Awards Scheme.
4. Sent a final letter to Barclays requesting that they close the current account. (John Grist has been unwell so there was a delay in him signing the letter). I think this is the first time that Barclays have not appeared on the agenda since I have been your Clerk.
5. Completed the Locality Budget funding application for the agreed Planning Training and emailed it to SCC. SALC have now changed their charging calculations for this training and instead of it being per attendee it will be per council. I have agreed with SCC that when all four invoices are received from SALC I will resubmit the application.
6. Uploaded all the newly adopted policies onto the website. If anyone is looking for policies, they are under the “documents” tab.
7. Emailed copies of the newly adopted Grant Awarding Policy to those who already requested funding. Three have completed their application forms and these were all forwarded to Cllr Robin Hinton for consideration/recommendation. The final application should be through for the November meeting.
8. The insurance has been renewed. Employers Liability Certificate is displayed on my office wall and on the website.
9. Completed the ICO subscription form and set up the direct debit for the yearly payment. ICO Registration Document has been uploaded onto the website.
10. The invoice has come through for the supply & installation of the dog bin however until it is relocated into the correct position the invoice will not be passed through for payment.
11. Updated the asset register to include the defibrillator and dog bin and the disposal of the laptop. The total assets are under £20k so no changes need to be reported to Community Action Suffolk.
12. Looked into various options for digital mapping and prepared a comparison report.
13. Sourced electricians who could supply the necessary electrical installation certificate for installation of the defibrillator.
14. The purple draft policy folder is still doing the rounds so there are no policies for consideration at this meeting.
15. N.B. Training week is from 12 October 2020 – 16 October 2020