

## Clerk Report – 01 March 2022

1. Raised the agreed purchase order and emailed it Norse. An update will be provided at the meeting.
2. Contacted SCC and have been advised the bins require licences. The bin near Limes Primary Academy school is on land which has not been adopted by Highways. I have taken this up with Persimmon who are also looking into the noticeboard.
3. Still going round in circles with the licence for the noticeboard at Jenkins Green. An update will be provided at the meeting.
4. Contacted Community Heartbeat Trust regarding the defibrillator at Camps Heath not being on the Ambulance Service register when it was needed for an emergency. An investigation report was logged onto their WebNos system which will be passed onto East Anglian Ambulance Service. An investigation will be carried out and will be reported back to OPC.
5. Contacted East Anglian Ambulance Service and they confirmed the defibrillator at the Community Centre is on their system however the Camps Heath is not on their system. After consulting with Councillors and those looking after it the Camps Heath defibrillator it was agreed the Clerk should add the defibrillator onto the Circuit. This was added on 4 February 2022.
6. The certificate for the Local Council Awards Scheme has arrived and been mounted in a frame.
7. Contacted the Blue Boar regarding catering for the Annual Parish Meeting.
8. Contacted Matthew O'Connell regarding giving a talk at the Annual Parish Meeting on Woods Meadow Country Park.
9. Booked the accounts in with Catherine Moore. I will hand deliver them on 11 April 2022. The accounts will be signed off at the PC meeting on 3 May 2022.
10. Contacted PC Steve Wright about the car parked in the Community Centre carpark. Unfortunately, as the car is not on Highways land there is nothing they can do. The suggestion is to have a quiet word with the owner.
11. Arranged for Cllr Youlden to collect the three oak trees from Waveney Norse.
12. Prepared a draft Reserve Policy.
13. Updated the Risk Assessment Policy which had already been adopted. The only changes made were around banking and cheques as the PC now pays by BACS.
14. Reviewed the GDPR Information Audit Document. No changes were necessary. To be received at the PC meeting.
15. Prepared a CIL Spend report which will be used to prepare the end of year figures.
16. The Asset Register will be updated after the financial year ends. Hopefully the Waveney Norse purchase order will have been completed before the year end finishes.
17. Started to prepare documents ready for the financial end of year.
18. Uploaded relevant information/documents onto the website.