

Clerk Report – 01 February 2022

1. Updated the Councillor & Officer Responsibilities list. Uploaded a copy onto the PC website and amended the responsibilities under “Councillor” contact list.
2. Updated the Training Record and uploaded revised document onto the PC website.
3. Started the process to get new email addresses set up for Cllrs Bryant & Youlden. Cllr Bryant now has the standard format of email address for OPC.
4. Chased up SCC regarding the new noticeboard locations. A more up to date report will be provided at the meeting.
5. The certificate for the Local Council Awards Scheme still has not arrived.
6. Chased up Broads Authority regarding the installation of the bench at Fisher Row. They confirmed the BACS payment has been received however there was a delay in them ordering the bench and it has only been ordered in January 2022.
7. Chased up again the outstanding benches and bins. Hopefully at the meeting I will have more of an update.
8. Made enquires with Norse about the cost for installing the noticeboards. Hopefully at the meeting I will have more of an update.
9. Contacted the noticeboard company who supplied the noticeboards. There was an option for them to install the noticeboards when the order was made. Asked them for a quote so there could be a comparison with any quote received from Norse.
10. Will arrange with Cllr Youlden to carry out an Internal Control check sometime in February 2022 at a time that it is convenient with him.
11. Started to prepare documents ready for the financial end of year.
12. Uploaded relevant information/documents onto the website.

NP Project Manager 01 February 2022

1. Attended the last NP WG meeting on 18 January 2022 in Oulton Community Centre.
2. Provided Collective Community Planning with further information for the draft Oulton Neighbourhood Plan Consultation Statement.
3. The next NP WG meeting is on 7 February 2022 at 1.00 pm in Oulton Community Centre.
4. Circulated documents as and when received.

Bank Account Balance as at 31 January 2022

Unity Trust Bank		Amount £
Current Account		20167.54
Savings Account – 1		
CIL	12672.49	
VAT	734.45	
Other	20409.69	33816.63
Savings Account – 2		
Neighbourhood Plan	4112.54	4112.54
TOTAL		58096.71