

Clerk Report – 7 July 2020

1. Emailed off to PKF Littlejohn the 2019/20 Annual Governance Accountability Return (AGAR). Confirmation has been received.
2. Uploaded onto the website all the necessary documents to meet the Transparency Code. It should be noted that members responsibilities are part of this. At the moment there are only a few councillors who have duties allocated on the website. Once the member and officer responsibilities document is agreed council will meet this requirement when it is uploaded onto the website. Managed to source and upload most the previous year's AGAR documents which were not on the website. There are a couple of further documents required which will take time to generate. I will attend to those over the next few weeks.
3. Set the Notice of Public Rights for 15 June 2020 – 24 July 2020. Confirmation is on the website.
4. Tried to locate copies of the Neighbourhood Plan documents. Hopefully by the time of the meeting I will have more information on this.
5. OPC are now set up with HMRC to reclaim VAT and next time the process of reclaiming can be completed online. Usually a reclaim is processed within a couple of weeks. The total amount received was £1338.39 however as previously advised £660 of this must go back to SCC. I have already contacted SCC and they are looking into this and will get back to me. Whilst looking for Neighbourhood Plan documents I realised that Waveney District Council had donated to OPC an amount for printing which included VAT. Therefore, OPC must repay an amount of £179.40 back to the funding provider. ESC is looking into this one for me. OPC must keep £839.40 aside until further instructions are received from SCC and ESC.
6. Advised Electoral Services that Cara Graham had resigned. Notice of Vacancy displayed on the website.
7. Received requests for donations from SARS and DANES. These will have to be held as pending until the banking dilemma is sorted.
8. Attended virtual Clerks Information and Networking session on 11 June 2020.
9. Sent a letter to OCC about the installation of the defibrillator.
10. Disability Advice North East Suffolk dropped off some leaflets to me. A copy is on the website.
11. Attended the website training virtually with Steve Jackman. The training was very thorough and covered preparing accessible Word and PDF documents. He checked documents that I had prepared and was pleased to confirm that they met the guidelines.
12. Prepared the Data Protection Privacy Notice which had to be uploaded onto the new website.
13. Booked to attend virtual Clerks Information and Networking session on 20 July 2020.
14. Booked to attend virtual AGM meeting of Society of Local Council Clerks. Will attend break out room sessions on "internal audit from an internal auditor" and "website accessibility regulations".
15. Sent off the registration for Foundation level of Local Council Awards Scheme. Started to complete the criteria application form. There are 23 criteria items in total. OPC has so far met 11 criteria items (which has been greatly helped by recently adopted documents) which only means 12 more to go!
16. On a regular basis forwarded on the coronavirus update emails.