

Clerk Report – 14 April 2020

1. Displayed various Councillor Notice of Vacancy posters in the noticeboards.
2. Printed off Welcome Packs for the two new councillors and hand-delivered their documents.
3. Made enquiries with Barclays bank about updating the bank account with new contact details. Barclays emailed me a selection of forms for updating the account which all needed to be signed by two signatories which is impossible when there are no signatories on the account.
4. Researched other banking options. I came across Unity Trust Bank when I was doing my CiLCA so asked other clerks and companies for their feedback on them. All feedback came back very positive.
5. Attended GDPR training on 11 March 2020. Will implement recommendations over the coming months.
6. Based on GDPR training and Northbridge Computers recommendation I went through all documents on the laptop and deleted anything that was not relevant to OPC.
7. Managed to get the printer printing with better quality however it does not print in colour which is difficult for planning applications and the Standing Orders as they have colour coding. (Had to use my personal printer for some documents).
8. Updated the accounts system and ensured that there is an invoice/receipt for every bank transaction. Prepared the new running budget statement. Any questions on this document please just ask.
9. Contacted the Internal Auditor and once the accounts are finalised, I will work out how he can safely receive them.
10. In the process of working on the end of year accounts I realised that OPC have not been claiming back VAT. I found this most unusual as all my other parishes have always claimed VAT. I have checked with SALC and they confirmed OPC should be claiming VAT. I will therefore claim VAT for 2019/20 year and will have to go back in the accounts for a further 3 years and calculate and claim that VAT too. I will not send off a claim until the new bank account is set up as HMRC send the money direct into a nominated bank account.
11. The Planning training that I was booked to attend on 18 March 2020 at Riverside got cancelled.
12. Researched website options and prepared the Website Comparison Report.
13. Prepared a few policies for OPC to consider adopting.
14. Next month I will update Standing Orders and Financial Regulations.
15. Researched website options. Any documents that need uploading to the current website I have been emailing to Robbie.
16. Set up Zoom to enable virtual meetings.
17. Arranged for Clerk to hold a copy of the Electoral Register.
18. Started to set up on-line the new bank account with Unity Trust Bank.

19. Arranged for ESC to take over making bank payments on the behalf of OPC, on a temporary basis, until the new bank account is set up. Once the new account is set up OPC must repay ESC any monies that they paid out.
20. Forwarded on to "all" the frequent email updates regarding coronavirus.
21. Booked Chair and myself onto virtual SALC session on 15 April 2020.