

Clerk Report – 1 September 2020

1. PKF Littlejohn (external auditors) were advised about the new OPC website address.
2. There has been no 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.
3. Attended virtual Clerk networking sessions on 20 July 2020 and 23 July 2020.
4. Prepared draft policies for review by Policy Working Group. The policies have all been prepared in accessible format and the ones for consideration at this meeting are necessary for Local Council Awards Scheme. There will be more policies for consideration at the next meeting. A Reserves Policy will also need to be written which I will write whilst preparing the draft budget figures in October.
5. Attended virtual AGM meeting of Society of Local Council Clerks on 22 July 2020. Attended break out room sessions on “internal audit from an internal auditor” and “website accessibility regulations”.
6. Foundation level of Local Council Awards Scheme – subject to approval of the draft policies at this meeting OPC should be able to confirm that they are ready for accreditation at their meeting in October 2020 or November 2020.
7. Contacted Rev Helen Jary of St Michael’s Church. She had hoped to join this meeting however has another meeting she must attend.
8. Contacted Ivan Bunn regarding local information for the website.
9. Advised ESC of the preferred choice of the new road name on Fallowfields.
10. Updated the signatories on Unity Trust Bank account – removed former councillor Cara Graham and added Cllr Mike Shaw.
11. Sent an email request to Cllr Keith Robinson to ask if he would be kind enough to consider contributing from his Locality Budget for the planning training. Received an email back from SCC confirming Cllr Keith Robinson has agreed to use his locality budget to contribute £500 towards training the Planning Committee. I will complete the application and return to SCC.
12. Booked the agreed planning and councillor training sessions.
13. The next instalment of £12,500 for the precept is due to be paid into the Unity current account around 27 September 2020.
14. Received an email from Cllr Eddie Back confirming that the dog bin has been installed in Fisher Row but not in the agreed location. Council will need to confirm if it should be moved. Received an email regarding the invoice for purchase of the dog bin which will be £205.65 + VAT and £50.00 for installation. The invoice has not been received just yet.
15. Contacted Community Action Suffolk (OPC insurers) about adding the defibrillator onto the policy. They confirmed that if the total value of all the OPC assets is below £20,000 then there will be no extra amount to pay. The defibrillator is therefore covered on the insurance.
16. On a regular basis forwarded on the coronavirus update emails.
17. Uploaded relevant information/documents onto the new website.
18. Neighbourhood Plan documents/information/minutes have been uploaded onto the OPC website.