

## Clerk's report for meeting on 13<sup>th</sup> November 2024

### Royal Mail PO Box

Arranged for PO Box to be changed to my address from Neal's. However, this is a very expensive service. Service cancelled from 17 November 2024 saving £424.20 per year.

### EV Charging Points:

Teams call with Believe regarding the feasibility of EV charging points on the car parking by the public convenience. To be added to a future Parish Council Meeting.

### Change of Contractors for Cleaning:

Liaised with AIS Contract Cleaners Ltd and gave them notice. Finish date agreed to be Friday 25<sup>th</sup> October 2024.

Liaised with new contractors (Fairy Dust Cleaning and Care Services and agreed a start date of Monday 28<sup>th</sup> October 2024. Prepared document of the work to be carried out. Meeting with Kylie and Iain Hunter including Library visit.

Cleaning public toilets myself on Tuesday 29 October and Wednesday 30<sup>th</sup> October as Kylie was on holiday and could not arrange cover.

### SIDs

Liaised with Elan City and ordered new solar powered SIDs. Handed over to Jack Council's team. Installation of the first one at Hithermead completed.

SID maintenance contract to be agreed – an agenda item for November Parish Council meeting.

### Website

Attended an online event organised by Parish Online to better understand how to update our parish website and any restrictions.

Updated the website with Councillor election results, CIL Committee meeting, News, next Parish Council meeting etc.

Reviewed other parish websites for information.

### Meetings

Issued last Parish Council Meeting Minutes.

Planned next Parish Council meeting.

Prepared agenda for CIL Committee meeting

Action Tracker completely reformatted and updated.

Documents (papers) prepared for meetings.

### Communication

Met some parish residents for feedback including Phil Durban and Paul Wheatley.

Met James Dakin, the primary school head to review CIL request.

## Library

Met Rebecca and noted issues with cleaning and blinds. Follow up actions agreed.

Attended Contract review in Taunton with Cllr Pattemore, Iain Hunter and Somerset Council representatives. New contract being prepared for start in 2026.

Took cash to the bank.

Old Henry Hoover removed and disposed of.

Bought new pipe and head for Karcher hoover so that there is a working hoover there.

## Public conveniences

Visited the toilets and noted several issues which will need to be followed up. Cleaned the toilets on Tuesday 29<sup>th</sup> October and Wednesday 30<sup>th</sup> October as Kylie on leave and no cover. Unblocked the urinals.

## Village Hall

Met Greg Allen and the other team to familiarise myself with the village hall and responsibilities.

## Gas and Electricity Services

Contacted British Gas re tariffs. Follow up required.

Contacted EDF about tariffs and Framework Agreement. Follow up required.

## Payroll

Processed employee timesheets using the HMRC Basic PAYE Tool.

Contacted HMRC to get access to the employers online gateway account.

Entered a nil submission for missing months in 2023 to clear outstanding debt.

National Insurance payment to be checked.

## Planning Applications

Obtained an extension for Case Ref: 06/24/0030.

Monitored the online planning portal.

## Somerset Council

Contacted the council regarding business rates. Confirmed that there is no outstanding balance (despite Final reminder for the Library).

## Finances

Invoice spreadsheet updated (figures now with and without VAT)

Cash sheet updated using bank statement received and Q2 Bank Reconciliation generated for signoff.

VAT return submitted online for period 1<sup>st</sup> April 2024 to 30<sup>th</sup> September 2024 using online HMRC gateway services (rather than post). Now paid into our bank.

Researched and contacted Scribe Accounts. Teams call attended for information about costs and how to implement this.

### CIL Projects

Prepared agenda and attended CIL Committee meeting on 29 October 2024. Minutes to be drafted.

## Work Planned for next month

- Prepare 2024/2025 BUDGET
- Cleaning – check contract is working
- Library cash again.
- Scribe accounts
- Prepare EV paper for next PC meeting
- SID maintenance agreement
- Meetings – minutes/ agendas etc.
- Payroll
- CIL Projects – try to get some progressed.