

Clerk's report for meeting on 9th July 2025

Administration and General Activities

Prepared Meeting Minutes, Agenda, papers, etc. for the Parish Council meetings.

Sent the following documents to the External Auditor on 16th June 2025 (ahead of the deadline of 1st July 2025):

- Contact Details form for 2024-25 Audit
- The Annual Internal Audit Reports
- The Annual Governance Statement (Form 3 Section 1)
- The Accounting Statements (Form 3 Section 2)
- The analysis of significant variances year on year in Section 2
- A bank reconciliation as 31st March 2024 in support of Section 2 Box 8
- The notification of the dates of the period for the exercise of public rights
- Additional Intermediate Review Responses Document

Digital Café sessions attended.

Devolution – followed up to get clarification on Greenway hall (confirmed as NOT in scope) and Hither mead Open Space (new map provided).

Moorland Gate committee confirmed location for new notice board.

Website updates as usual.

Backed up laptop using Macrium software.

Attended SALC Training - Getting the Best from your Council's Website hosted by Aubergine.

Insurance paid and cover confirmed by Zurich Insurance.

Insurance quotation requested for Sandhill Park land from Zurich Insurance.

Arranged an onsite viewing of the Sandhill Park woodland ahead of next Parish Council meeting.

Liaising with Parish Online regarding email space (we will exceed 5GB limit) and use of Workplace Cloud Office system with associated cloud storage (called WorkDrive).

Visited the MUGA and MUGA store - Checked the MUGA sheets. Some missing and this was reported.

Meeting with Chris Briggs and Cllr Pattemore arranged to look at Whisky Trail issues.

Various issues reported to Somerset Council.

Attended the Avon & Somerset Police Teams call regarding travellers.

Booked training course for councillors.

Chart of all training in the last year prepared.

Cleaning

Reported that the toilets do not seem to be cleaned well. Kylie is checking.

Correspondence

Correspondence list updated for next meeting.

Scribe Account Software

May bank reconciliation completed. This was reviewed and signed off by Cllr Orr.

Invoices and receipts processed.

Finance

Assisted transfer of £50,000 from Unity Trust Bank to CCLA account.

British Gas direct debit now switched from HSBC bank to Unity Trust bank account.

Researched FSCS guarantees for bank accounts and then emailed CCLA for further information.

Payroll

Processed employee timesheet using the HMRC Basic PAYE Tool as usual.

Public Conveniences

Collected keys from Mount Street Garage. The toilets are now left open 24 hours a day, 7 days a week until the council decides the way ahead.

Obtained quotation from Healthmatics for new doors to the toilets that are automated.

Visited the public conveniences several times to check cleaning etc.

Alternative quotations to improve the lighting now in progress. Meetings onsite arranged.

Still need quotations to resolve the plumbing issues.

Following up with Dyno rod for quotation for drains survey. Site meeting booked for Monday 7th July 2025.

Library

Created invoice for Q2 Library Staffing Grant.

Q4 Library review meeting held on Thursday 3rd July 2025.

Somerset Council need to switch the phonenumber from analogue to digital. However, the library will not be able to use the line they provide. We will need an alternative.

Uploaded the Library news articles to the website.

Electricity Services

No issues with the EDF or British Gas invoices.

Changed the British Gas direct debit from HSBC to Unity bank account.

Planning Applications

Application for premises licence received.

Planning Applications this month that need review on the agenda.

CIL Projects

Somerset Council rejected the Silent Disco equipment. This was removed from the report and Scribe accounts updated accordingly.

The Streamside path project has been completed. Awaiting invoice.

Road & Traffic project report now due on 9th July 2025 and too late for the agenda for the July parish Council meeting. An Emergency Meeting has been provisionally booked for 16th July 2025.

EV Charging Points:

To be added to a future Parish Council Meeting. I will prepare a paper in advance.

Work Planned for next month

- June Bank Reconciliation when I have the bank statements
- Arrange meetings as needed
- Arrange the Ecological Survey for Back Stream
- Follow up No Cycling signs with Somerset Council
- Update staff details with Pensions Regulator
- Meetings – minutes/ agendas etc.
- Payroll
- CIL Projects – Progress as many projects as possible.