

## WORTWELL PARISH COUNCIL

### CLERK AND RFO REPORT

June 2023

#### Clerk matters attended to during the period 15/5 to 26/6

1. Annual Leave taken 10 (15+4 left)
2. Adopter Mini Recycling Centre Agreement for 2023/24 completed and submitted to SN&BDC - £200 grant
3. Seminar attended online 7/6/23: Pride in Place and The Community Ownership Fund. PDFs distributed to Council
4. Vandalism on playing field and at top of Tunbeck Close – Chairman attended to in Clerk's absence. Confirmed that the Police have been informed, a formal complaint has been lodged and agreement to prosecute.
5. During absence the annual insurance contract has been renewed due to time constraints without alteration. An urgent review of the insurance against the asset register needed to take place to make any alterations required to align the two policies. Clerk and Chairman met 12/6 to review asset register element. Updated replacement values to be obtained for all play equipment and other identified adjustments to cover to be made and sent to Gallagher Brokers. **Further action – Council to take elements of asset register and research cost of replacement values and inform clerk prior to July meeting**
6. Letter received from Barclays on 24/5 confirmed that the mandate changes had been completed and that all changes would be in place within the next 3-5 days.  
Letter received from Barclays on 26/5 asking us to provide our latest business details or there will be increased restrictions on the account. This is unacceptable as the clerk is spending many hours of wasted time on this matter. **The clerk formally requests that Council switches bank**
7. Street lighting for Electric Charging – conference – attended by clerk on 15/6 – to be placed on agenda for further discussion in July
8. Correspondence received from Npower Business Solutions confirming that we had received an EBRS discount but not the qualifying QFDC and have been financially disadvantaged. There is nothing we need to do and the discounts have now been correctly applied (total for November to March is £109.29)
9. Email received from Kurt at SN&BDC regarding electricity charging points. I have asked Kurt to use me as the new point of contact as our file under Cllr White has been archived due to no follow up. Kurt will speak to Alex in his office to see if any old papers exist and Clerk has contacted Cllr White for any correspondence, emails, names etc that he may still have. Meanwhile Kurt will organise a visit by a site surveyor and we start the process again. Funding is available from Central Government but we will need to find other funding ourselves. **Council are advised to speak to Cllr B Stone for financial support.** Unfortunately many PCs are now seeking this funding and we will be in competition now for this funding.  
**UPDATE 16/6/23 Clerk met with Anglia Car Charging – Three options to put to Council at June meeting.**  
**19/6/23 Clerk also met with Cllr James Eddy (District) to discuss funding – JE will attend meeting with Cllr Trevor Graham 26/6/23**
10. Financial Regulations, Standing Orders and Risk Management policies reviewed to be signed off at the next meeting on 26/6 in line with Internal Audit recommendations – Councillors to submit to the clerk any recommended changes to be signed off at the June meeting.

## **RFO Report**

1. Public Rights Notice period has been published on 5/6 and expires on 14/7 Any requests for further information will be charged at the rate of £29.96 per request.
2. External Audit has been completed and papers will be presented to the June meeting for confirmation before submitting to PKF Littlejohn for the completion of the Annual Audit for 2022/2023 financial year
3. Accounts for payment presented for approval
4. Payroll returns completed: PAYE NI NEST
5. Cashbook balanced against budget and reserves review to be signed off at June meeting.
6. Internal Control Check and Bank Reconciliation to be conducted in July by Robert Hadingham.