



Clerk Report

a) Bookings / Outdoor Hire

- i) A charity is interested in hiring the Pavilion on a semi regular basis in blocks of 4 / 6 & 8 weeks for antenatal and postnatal classes for local parents, on a Wednesday evening 6pm-10pm. Currently no charity rate is in place, the business rate of £30 per hour is not affordable for the charity. The classes would benefit local residents and the instructor live in Water Orton, can Council offer the resident rate for this booking? (£15 per hour, £60 per session?) Sessions would start from February.
- ii) A Member of the Public contacted the Clerk to ask whether they could hire the playing field for a Community Event. Do Council wish to consider allowing hire of the Pavilion for events (if suitable event insurance and risk management procedures put in place by hirer) and fees for this should be set by Council either as set fees & charges or considered on an individual basis.
- iii) A Football Club have asked whether they can hire they playing field for mid-week training and Saturday matches. Council will need to consider whether the playing surface will cope with additional use and what fees and charges should be for regular and / or ad-hoc hire.
- iv) Consider giving delegated authority to Clerk to deal with bookings queries between meetings (in conjunction with majority of Councillors via email discussion) in order to be able to resolve queries in a timely manner and achieve maximum revenue for the Council balanced against potential risks.

b) Bank Account

Clerk provided the bank mandate to Lloyds TSB on Monday 12th December to amend the administration details from the previous clerk to the current Clerk and to remove Cllr B O'Meara from the mandate. This has not yet been actioned by Lloyds TSB.

A further mandate to be done asap to add remaining Parish Councillors onto the bank mandate. Currently only two councillors on the bank mandate, Cllrs Chown & Robinson.

RFO has authority to make banking arrangements as required, is there a general agreement to move forward with Unity Trust to improve current internal controls and meet the requirements of our financial regulations?

c) Supplies

The cleaner had requested further essential supplies for the cleaning and maintenance of the pavilion, Clerk authorised the expenditure in conjunction with the Chair of the Parish Council as per financial reg 4.1 (as the maintenance committee have not met in 2022/23 or elected a Chair). ESPO was used as the supplier as only a handful of items were required and with free shipping, they offered greater value for money on this order.

The village caretakers advised further pitchmarker was required, although 10 x 10l were ordered in August, issues the footballers had, had with the size of the pitch at the beginning of the season had meant more pitchmarker had been used making changes. Clerk authorised this expenditure in conjunction with the Chair of the Parish Council as per financial reg 4.1 (as the maintenance committee have not met in 2022/23 or elected a Chair.)

NWBC have advised that WOPC still have the keys for the garage at Maud Road and due to this despite notice being given rent is still payable until the Sunday following the keys being returned. Village Caretakers have advised they have no use for this storage space, NWBC have advised we are not able to sub-let this space. WOPC pay £9.10 per week, the tenancy is in the name of the previous clerk. Decision to be made by Council on whether to terminate tenancy.

Invoices for the above orders are on the payment schedule for authorisation.



d) Current Risks / Internal Controls

Clerk wishes to begin a full review of the current risk management document in order to review the current levels of risk throughout Council services.

Due to workload and time constraints this has not yet been possible to do, Risk Assessments must be reviewed by Council done before the financial year end.

Clerk is compiling a list of findings and items to review and is continuing to prioritise work according to urgency and importance.

Current laptop is on Windows 8 and is not fit for purpose. Clerk is currently utilising the laptop belonging to her other employer (As the administrator of the laptop & Microsoft accounts, all information is within control of the Clerk at all times) WOPC should purchase a suitable laptop to enable the Clerk to carry out her duties. This will need to be a business laptop (Windows for Business) and suggests a subscription to Microsoft Business Standard at £9.40 per month would allow access to suitable software and cloud storage for Council documents. Councillors should have Microsoft 365 Basic Accounts £4.50 per user per month in order to set up Council email accounts which would keep data secure and readily available for FOI / SAR requests.

e) Correspondence

- i) All general correspondence from WCC, NWBC, NALC, WALC, HS2 and other organisations circulated to Councillors & communicated with residents via website & social media when applicable.
- ii) Councillors to consider whether they wish for Clerk to continue forwarding all correspondence and whether there are any newsletters which they would be able to sign up to themselves? E.g. Information & Newsletters from Police can be subscribed to by those interested, no need for Clerk to handle this information. A link can be put on the website to enable residents to sign up to these alerts from Warwickshire Police should they require. Currently NWBC notify of Borough Council meetings throughout the month, do Parish Councillors require this information? A calendar of meetings is publicly available on the NWBC website. WALC, HS2 (relevant to WO or general area) & information which pertains to Parish Council business, grants, useful information would still be sent / publicised. Clerk has limited hours and disseminating email communications uses valuable staff resources. By forwarding all emails it can become difficult for Councillors to find the emails which they need to read and respond to and which are 'for information only'