Appendix 4 – 30th March 2023

Clerk Report

1. Decisions made under delegated authority.

Clerk will authorise expenditure (in conjunction with Chair of the Committee / Chair of Finance Committee) under delegated authority as appropriate in line with the Financial Regulations, any decisions / expenditure made under this delegated authority will be reported to the following full council meeting for ratification.

2. Bank Account

Unity Trust Account has now been set up, in order to use the current account switching service the bank mandate at Lloyds TSB will need to match the mandate at Unity Trust.

Bank Mandate forms for Lloyds TSB have been prepared and Clerk will collect remaining information and signatures from Councillors and submit this form asap.

Due to the issues with Lloyds TSB which have been ongoing due to their failure to resend any missed correspondence from when they incorrectly amended the Parish Council address causing delays to updating the mandate a further compensation payment of £250 has been awarded to help cover the cost of any additional hours worked due to this, the payment will be made directly to the Lloyds TSB Current Account.

Unity Trust have put a hold on the current account switching service until we are able to amend the Lloyds TSB Mandate and will action this once notified. The current account switching service is required due to the number of Direct Debits which would need to be amended and the ability for any payments sent to the incorrect account to be forwarded to our new account for 12 months to allow time for the Council to notify our suppliers and customers of the changes to our bank account.

3. Mobile Phone

Parish Council phone number is now on the 1p mobile network on a PAYG / Boost basis and service on this network has been much better. The Vodafone Contract has now ceased and the previous clerk has forwarded a credit of £4.64 to the Parish Council account from the final bill.

4. Training

The WALC Playground inspection course on 17th March 2023 was cancelled due to low uptake, the Council had not yet paid this invoice and a credit note has now been raised to cancel this. It is hoped that the course will be rescheduled for September.

Clerk has contacted WCC (as per Maintenance Committee Minutes) regarding the County Council's Lengthsman Scheme and has asked for further information and training dates.

Clerk will arrange an 'induction day' in May after the local elections, this will be an opportunity to provide information to any new councillors and to provide refresher training to any re-elected councillor as well as an opportunity for the new Council to have an informal discussion regarding aims and objectives for the Council to be fed into a draft strategy / action plan which will aim to help the Council to achieve their desired outcomes for the Community. By adopting a formal strategy / action plan based on existing work and commitments the Council will then be able to consult with the Community to plan for the future.

5. Elections

Clerk has sent details of the nomination procedure to all Councillors and has also published information on the Parish Council Homepage for others who may be interested.

The notice of election has also been published on the website, noticeboards and social media.

Council is now in the pre-election period of heightened sensitivity, Councillors reminded to ensure any communications from the Parish Council as a corporate body should come from the Clerk. For example a request for comment from the Parish Council from the press / media.

This does not affect the ability for individual candidates to campaign and guidance on campaigning can be found on the electoral commission website. Candidates must remain clear that they are speaking as an individual and not on behalf of the Parish Council.

NWBC have provided projected cost estimates for the May 2023 elections for Water Orton, contested election estimate: £1803.14, uncontested election estimate: £450. In the Finance section of the meeting I have proposed our earmarked reserves are reduced accordingly in order to boost our low general reserves.

6. Website

Clerk met with existing website provider to discuss potential transfer to gov.uk domain and website accessibility requirements including the structure / ease of navigation within the existing website. Clerk now has admin settings to allow changes to the menu structure and website provider will look to run accessibility checks and advise of areas for improvement. Gov.UK domains are acceptable on the domain platform, awaiting further information from Hyperbole. Clerk will aim to improve ease of navigation to essential council documentation and transparency code information as workload allows.

Choose your .gov.uk domain name - GOV.UK (www.gov.uk)

Options are:

- waterorton.gov.uk (if we can prove to the Central Digital and Data Office that the geographical area is distinct enough to negate the need for pc or parish council)
- waterorton-pc.gov.uk
- waterortonparishcouncil.gov.uk
- waterortonparish.gov.uk

Apply for your .gov.uk domain name - GOV.UK (www.gov.uk)

7. Correspondence

i) Query / complaint received from Allotment Tenant, initial response provided by Clerk and Councillors copied in to anonymised correspondence.

ii) Query regarding speeding issues in the village, anonymised correspondence forwarded to Councillors, item on agenda to discuss community petition and consideration of '20 is plenty' motion. County Cllr Watson has responded to resident separately. Warwickshire Police have provided information on recent investment in road safety and enforcement measures across the County and this information was provided to resident alongside other useful resources on community speeding campaigns.

iii) General correspondence from WCC, NWBC, NALC, WALC, HS2 and other organisations circulated to Councillors & communicated with residents via website & social media where possible.

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