

## Clerk Report

### **Payments – Clerk’s Reimbursements:**

Microsoft 365 Licence (October 2023-£59.98, reimbursed 06.12.2023).

Microsoft 365 Licence (November 2023) - £59.98, reimbursed 19.12.2023

Microsoft 365 Licence (December 2023)- £59.98 reimbursed in 16.01.2024

1p Mobile – Top up (December 2023) - £10.00 reimbursed in 18.01.2024.

Purchase of Christmas Tree-£60.00 (as agreed in full council meeting on 30 November 2023).

### **Decisions made under delegated authority.**

Van insurance renewal: The insurance policy with Swinton expired on the 19 January 2024, for the van. The previous insurer Swinton was not able to offer insurance.

The policy has been renewed under Coversure Insurance Services, a commercial policy with AXA insurance. A competitive quote was secured, after a search on the database of insurance companies.

Payment of £2,319.30 was made to Coversure Insurance Services by bank transfer on 23 January 2024.

### **Scribe Accounting System**

All financial data has been entered on Scribe for the accounts from 01 April 2023 to date, as each month was entered the figures were reconciled. All the bank accounts for each month are reconciled.

Going forward further discussions can take place, to ensure that the transactions are allocated to suitable cost centres and cost codes so as to further refine the accounting system, and identify whether any of the cost centres and cost codes need adjusting.

### **Land / Property**

During the recent Clerk’s operational meeting that took place on Thursday 11 January 2024, mention was made that Roger Taylor of Wellers Hedleys Solicitors, (who has conduct of the case in relation to the registration of title to the Recreation Ground and The Green), for medical reasons may not be able to continue working.

The Clerk to make further investigation with WALC, and to contact Wellers Hedleys Solicitors for an up date on this matter, and to establish who will have conduct of this matter going forward.

### **DVLA**

On the 04 January 2024, the road vehicle tax expired in relation to the van. The vehicle tax was renewed online, the payment method by direct debit. Confirmation was received by email that the vehicle tax was renewed, and the method of payment being direct debit. The DVLA have taken a payment of £320.00 on 05.01.2024, then taking a further payment of £28.00 being the first direct debit payment on 18.01.2024. The Clerk has made contact with the DVLA, by telephone to try and resolve the matter. The customer services advisor could not see the payment of £320.00 taken, and advised that I would need to contact DVLA, Refunds in writing to claim a refund.

### **Pavilion Hire**

Beverley Hampton made contact on Monday 15 January 2024, as the heating was not working in the Pavilion. The clerk contacted Kray, the caretaker and attended with Kray at the Pavilion to look into the problem. It was established that the batteries were low.

As a result of there being no heating, Beverley had to cancel her first session. After a discussion with Beverley I advised her that would ask at the full council meeting whether the council would be prepared to waive the room hire for the hour of her first session.

### **Correspondence**

An email has been received, regarding the progress of the memorial bench. The clerk has responded back to advise that further investigations need to be undertaken, which the clerk will undertake to do.

### **WALC**

WALC have launched their new website. The Clerk will be the main administrator of the Council's account on their website. Clerks need to set up individual logins for each Councillor using their email addresses.