

CLERK'S REPORT - 6 NOVEMBER 2023
South Kelsey and Moortown Parish Council

Charity Commission:

Clerk now registered at South Kelsey Park administrator with the Charity Commission. Annual Return due before end January 2023.

Precept 2024/25:

Precept estimate of £13,599.95 sent to WLDC Principal Corporate Accountant on 22 November 2023.

Internal Audit - LALC:

Cost to the council for an intermediate audit (before the end of the year), followed by an end of year mini audit and signing off Internal Auditor's part of the AGAR, this will be £150 for the standard fee, plus an extra £10 for any additional services such as allotments, burials, markets, community buildings or anything else managed by the council. The fee is plus VAT.

Confirmation of service will be required in writing (email will suffice). Whereafter terms of reference will be sent and an auditor assigned. Resolve at agenda item 13.

Banking:

Authorising payments - overview of the on-line authorisation process. Clerk is the inputter with authorisation by x2 councillors (signatories).

Paying in cash - 27 November 2023, confirmed with the Post Office that the PC can pay in cash using the PC's Unity (bar coded) paying in book.

Information Commissioner's Office:

Registration confirmed

Zurich Insurance:

Telephone call 28 November 2023. Zurich Customer Account Manager confirmed current policy package have £34k worth of playground equipment cover (usually 4-6 items). More cover is available should the PC add items (next level up with for £39k (7-10 play items)).

REPAIRS - Any repairs of playground equipment would need to be done by suitably qualified/experience person and then the work be "signed off" by them.

INSPECTIONS - Inspections are to be carried out including a yearly playground with RoSPA.

Community Event:

Requested Village Hall booking for 16 March 11.30am - 3.30pm. The PC need to formally resolve where to allocate the costs for this event.

Wave:

To complete disconnection paperwork.

Clerk Employment and Annual Leave:

Clerk due to start with additional Parish Council on 1 December 2023
Clerk appraisal booked for 11 December 2023
Annual leave requested for w/c 25 December 2023

Councillor vacancies:

15 November 2023 - WLDC Electoral Registration. Notice of Vacancy dated 17 November (on NB). Can look to co-opt after 7 December if no election is requested.

Cloud Next - gov.uk email address:

24 Nov-23 Domain name southkelseyandmoortownparishcouncil.gov.uk has now been registered. Due to recent updates within the government guidelines, the email contact on the domain has been set to: clerk@southkelseyandmoortownparishcouncil.gov.uk

CLERK TO CHECK

Cloud Next are required to pass on the following statement:

When using your domain name you must

- Comply with the .gov.uk terms of use, at <https://www.gov.uk/guidance/use-your-govuk-domain-name#terms-of-use-for-your-govuk-domain-name>
- Make websites accessible, see <https://www.gov.uk/service-manual/helping-people-to-use-your-service/understanding-wcag>
- Keep your contact details up-to-date, see <https://www.gov.uk/guidance/use-your-govuk-domain-name#keep-your-contact-details-up-to-date>
- Renew your domain name in a timely manner, see <https://www.gov.uk/guidance/make-changes-to-your-govuk-domain-name#renew-your-domain-name>
- Take appropriate steps when you no longer need it - <https://www.gov.uk/guidance/how-to-stop-using-your-govuk-domain-name>
- Email domainmanagement@digital.cabinet-office.gov.uk if there are any changes in how to use your domain name.