

## Wickham Market Parish Council – Clerk’s Report 15 January 2024

1. **Newsletter:** February issue is scheduled to start delivery from 12 February. Any residents’ questions on the newsletter should be sent to [clerk@wickhammarketpc.com](mailto:clerk@wickhammarketpc.com).
2. **Grounds Maintenance Contract:**
  - 2.1. There is now insufficient time to obtain new quotes for 2024. See item 138
3. **Maintenance activity:**
  - 3.1. Dirty and obscured road signs are scheduled for repair and cleaning
4. **Replacement Shed**
  - 4.1. Has been delivered and part built. Currently awaiting a missing part

### Priorities

5. **Repair and upgrade quotes for the Children’s play area**
6. **Restate Fixed Assets Schedule**
7. **Website:** Accessibility Audit and statement still required
8. Risk Policy and Risk Assessment
9. Payment Authorisation Process and Electronic Payments risk assessment