

Wickham Market Parish Council – Clerk’s Report 17 July 2023

1. **The Local Government Transparency Code 2015** The full code is 40 pages long but the Clerk has condensed this to a draft with 5 pages which is being further refined before publication to Councillors – not yet completed
2. **Newsletter:**
 - 2.1. June issue delivered
 - 2.2. The August Newsletter will have a business directory added to meet the ESC Town’s initiative requirements.
3. **Grounds Maintenance Contract:** draft specification prepared
4. **Maintenance activity:**
 - 4.1. Regular litter picks – issues round the MUGA
 - 4.2. Bus Shelter Cleaned
 - 4.3. Children’s play area cleaned
 - 4.4. Bin by the MUGA being relocated to the corner so visible from the car park. Will be added to the emptying schedule.
 - 4.5. Bus Shelter brickwork scheduled to be repainted.
 - 4.6. Glebe water tap replaced
5. **Clerk’s Office:**
 - 5.1. Electrical work scheduled, glazing scheduled
 - 5.2. Decorating and desk installation to be scheduled
 - 5.3. Parish documentation is being reviewed in line with document retention requirements which has seen a considerable volume of obsolete paperwork destroyed.
6. **Markets:** Alison is leading on the markets and has prepared a report.
 - 6.1. Two further gazebos have been purchased from last year’s market grant
 - 6.2. Replacement trusses have been purchased to repair the pale blue gazebo and bring it back into service
7. **Year End:** Complete and internal Audit report received, awaiting external audit report
8. **Grants:**
 - 8.1. £3k received from the Police & Crime Commissioner’s fund for the Young Adults group.
 - 8.2. £2.8k received from ESC for the Young Adults group.
 - 8.3. £1.1k expected for market support
9. **Cemetery pricing** has been approved and published.
10. **Website:** A number of new features including:
 - 10.1. Diary function populated with WMPC meetings.
 - 10.2. What’s On function populated with major events.
 - 10.3. New Allotments tab linking to the Allotments Association page.
 - 10.4. Updated markets tab with more information.
 - 10.5. New Useful links tab to help residents address their issues to the correct place.
 - 10.6. 2022-23 agendas, minutes, reports and year end archived so only current year appears under Agendas and Minutes tab.

Priorities for the next 60 days above the regular demands of the role include

11. **Website:** Accessibility Audit and statement still required
12. **Finalise Grounds Maintenance schedule**
13. **Bank Mandate update**
14. **Governance Document updates**
15. Risk Policy and Risk Assessment
16. Payment Authorisation Process and Electronic Payments risk assessment
17. **New Councillor email addresses**
18. **Take 2 weeks off**