

Wickham Market Parish Council – Clerk’s Report 18 March 2024

1. **Wickham Market News:** April issue is scheduled to start delivery from 15 April.
2. **Maintenance activity:**
 - 2.1. Street furniture on the hill is scheduled to be pressure washed on 4 April.
 - 2.2. The shed build is now complete.
 - 2.3. The notice board outside the parish office has been fitted.
 - 2.4. Dirty and obscured road signs identified in the ESC report have been cleaned and tidied up.
3. **Governance**
 - 3.1. I have had a huge focus on governance in preparation for year end. There are many new and updated documents prepared for approval at the March meeting which will make the May annual meeting more straightforward. New documents include:
 - **Data Protection and Information Management** which include a document retention guide which is an audit requirement.
 - **Risk Management strategy**, another audit requirement.
 - **Training and development policy** which is best practice for a council of this size.
 - I have also created a **Councillor Induction Pack** which provides the basics together with referenced on where to find more detail.
 - 3.2. Updated documents include:
 - **Financial Regulations** to provide for electronic payments.
 - **Financial Risk Assessment.**
 - **Internal Control statement.**
 - **Grant awarding policy** which now requires organisations to acknowledge WMPC contribution.
 - **Grant application form** now more in line with the Community Partnership application but remaining as simple as possible.
 - **Fixed Assets Register** for which I have created more granularity and audited street assets
4. **Website**
 - 4.1. Further development over the last two months.
 - 4.2. Taking advantage of a digital audit provided for by East Suffolk Council to improve layout and site visibility.
 - 4.3. The Accessibility Audit and statement is still required.
5. **Year End and Audit**
 - 5.1. I have agreed that the majority of audit documents will be electronic this year, saving a huge amount of printing.
 - 5.2. The audit file is part completed and should be ready by early April.
6. **Annual Parish Meeting**
 - 6.1. Invitations have been sent to parish organisations.
7. **Allotments**
 - 7.1. There has been a significant amount of work done at Glebe with plot reinstatement and hedge maintenance.
 - 7.2. All allotments are now rented and there is a waiting list.
8. **ESTI finding**
 - 8.1. The new village map will be ready for installation shortly.
 - 8.2. Better signage to advertise the markets using swing boards. Also used to advertise other village events. 156.7
 - 8.3. Feather flags have been ordered for the Spring market which is a sold out event.
 - 8.4. The producer of the feather flags has also redrawn the village sign in vector format which enables large scale printing without loss of definition. This was free.
9. **Village Hall**
 - 9.1. There has been significant progress on the village hall modernisation which I have been closely engaged with.
 - 9.2. The potholes on the entrance driveway are scheduled to be repaired using our previous contractor.
 - 9.3. I have not heard back from ESC parking regarding the overall car park situation. But it does not seem appropriate to spend money on this until the hall is complete in case the car park needs to be dug up to support services. I will therefore park this for review at a later date.
10. **Children’s play area**
 - 10.1. Repair and maintenance quotes being requested.
 - 10.2. Annual pressure wash has been organised for April.
 - 10.3. Boundary hedge has been cut.
11. **Youth Football Club**
 - 11.1. Installing CCTV to deter vandalism.
 - 11.2. Adding green security fencing alongside clubhouse to protect equipment.
 - 11.3. Installing a half-sized container to keep equipment. Grown from 75 to 250 players in 4 years.
 - 11.4. Planning car park repairs. The council has already agreed to provide materials.
 - 11.5. Pitch maintenance in May including catching moles which have made the playing surface dangerous.