

# Wickham Market Parish Council – Clerk’s Report 18 Sept 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:** The October newsletter is scheduled for delivery from 16 October. Submission close for articles is 14 September. No late submissions beyond 18 September can be included. Any residents’ questions on the newsletter should be sent to the Clerk at [clerk@wickhammarketpc.com](mailto:clerk@wickhammarketpc.com). Please ask residents to contact me direct rather than trying to answer their questions. The October issue will contain the December production schedule.
3. **Grounds Maintenance Contract:**
  - 3.1. Schedule has been created but requires more definition
  - 3.2. There is concern over the level of work and therefore expense for the Cemetery which is currently costing the Council £4k - £6k every year. See agenda item 74.4
4. **ESC Bulbs Scheme:** This scheme was oversubscribed so Wickham Market have been allocated one bag of 500 bulbs which will be available for collection in October – details to follow.
5. **Maintenance activity:**
  - 5.1. Regular litter picks – Broken glass cleared from Skate Park and MUGA
  - 5.2. Bin by the MUGA being relocated to the corner so visible from the car park. Will be added to the emptying schedule. There was a delay with the transfer of work to East Suffolk Services but this has been resolved.
  - 5.3. Grass cutting and tidying round the back of the village hall
  - 5.4. Bus Shelter brickwork scheduled to be repainted. Awaiting confirmation of a date for this
  - 5.5. Broad Road Bin cleared of overgrowth.
  - 5.6. Because of local shed break ins, we have installed a security bar on the WMPC shed.
6. **Clerk’s Office:**
  - 6.1. Open. Still a couple of costs to be incurred (glazing and security). Overall costs are £1.2k, providing a saving of £600 compared to room hire budget at the resource centre, together with the benefits of having a permanent office for all to use.
  - 6.2. Parish documentation is being reviewed in line with document retention requirements which has seen a considerable volume of obsolete paperwork destroyed.
7. **Markets:** Alison is leading on the markets and has prepared a report.
  - 7.1. We have purchase three additional gazebos using grant funding from ESC and mended a broken one. We now have eight to support markets.
  - 7.2. We purchased a trolley to move equipment around which is stored in the shed
8. **Year End:** The final External auditors report and certificate for 2022-23 has been received and published
9. **Grants:**
  - 9.1. £3k received from the Police & Crime Commissioner’s fund for the Young Adults group.
  - 9.2. £2.8k received from ESC for the Young Adults group.
  - 9.3. £1.1k expected for market support
  - 9.4. Underspend of £546.20 for Young Adults from Community Partnership for 22-23: It has been agreed that this need not be refunded per the Ts & Cs
10. **CCTV:**
  - 10.1. CCTV coverage on the Hill had been switched off by Inspirations to save electricity. It is now switched back on and I am trying to log into the system. The CCTV recording is however activated.
  - 10.2. CCTV stickers have been put up around the Hill.
11. **Mini Knights under 7s Football Club**
  - 11.1. The Mini Knights are not able to use the Simons Cross playing field on Saturdays 11 – 12 noon because of other fixtures. They will therefore be using the village playing field at this time. 20 – 30 under 7s. The football club have confirmed this will not affect their training or fixtures.
12. **Website:** The new domain is <http://wickhammarketpc.com/> access is still available through the old domain name.
13. **New Councillor email addresses**

- 13.1. So far I have only had three confirmed councillors using their new emails and two councillors reporting issues.
- 13.2. I have asked Ray Lewis if he can help with difficulties and he is working with Dick to see what the problem is
- 13.3. Would councillors please start using the new email addresses, There is a cost to this and it is also legislative recommended best practice

**14. Other work with their own agenda items**

- 14.1. Budget reallocation 74.3
- 14.2. Debit Card 75
- 14.3. Football Club Roof repairs 76
- 14.4. Brownies Storage Shed 78
- 14.5. Restored Seat Location 79
- 14.6. New Litter Bins 80
- 14.7. 3-5 year plan 81
- 14.8. PC Projection equipment 85

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

15. **Website:** Accessibility Audit and statement still required
16. **Finalise Grounds Maintenance schedule**
17. **Bank Mandate update**
18. Risk Policy and Risk Assessment
19. Payment Authorisation Process and Electronic Payments risk assessment