

Wickham Market Parish Council – Clerk’s Report 20 Nov 2023

1. **Newsletter:** December issue will be delivered from 11 December. Any residents’ questions on the newsletter should be sent to clerk@wickhammarketpc.com. The December issue contains the February production schedule.
2. **Grounds Maintenance Contract:**
 - 2.1. Schedule has been created but requires some fine tuning
 - 2.2. There is still concern over the level of work and therefore expense for the Cemetery. This is being addressed by creating options in the schedule for pricing different levels of service.
3. **Emergency Numbers and contacts:**
 - 3.1. The website has been updated with emergency numbers provided by Cllr Sally Noble
 - 3.2. The newsletter will also carry these details from December onwards.
4. **Maintenance activity:**
 - 4.1. Bin by the MUGA has been relocated to the corner and is on the emptying schedule.
 - 4.2. Four new bins are being installed. Concrete pads are in place.
 - Separate litter and dog waste between Village Hall and Football Club
 - Combined Litter and Dog waste at the bottom of Broad Road
 - Combined Litter and Dog waste at the east side of the A12 tunnel to White Bridges
 - 4.3. Bus Shelter brickwork cleaned and repainted.
 - 4.4. Broad Road Bin cleared of overgrowth scheduled to be turned round as it faces the wrong way.
 - 4.5. Glebe taps have been refitted and pipes insulated.
 - 4.6. Most of the children’s play area local maintenance has been completed.
5. **Clerk’s Office:**
 - 5.1. Open. Attendance times are on the door.
6. **Markets:** Alison is leading on the markets and has prepared a report.
 - 6.1. I have a certificate of competence for Traffic Management for Community Events. This enables WMPC to manage the big market road closures in house saving £450 per event. Sign purchase approved at FGP23:63
 - 6.2. To support the Market, ESC have agreed in principle to provide traders with free parking in the Percy Mason for the duration of the market, based on their registration numbers.
 - 6.3. ESC have also agreed to move the two market day parking spaces to the vehicular access by the ticket machine. The signage has been moved.
7. **Grants requested from WMPC:**
 - 7.1. £900 from Citizens Advice East Suffolk FGP23:66
 - 7.2. £250 WM Primary School FC23: 112
 - 7.3. £250 All Saints Church for the village clock FC23: 113
8. **CCTV:**
 - 8.1. The CCTV recording is activated, however I am still unable to log in remotely
 - 8.2. ESC have two Cameras at the Percy Mason Car Park.
9. **Website:**
 - 9.1. A usage counter has been installed.
 - 9.2. There are guides in the newsletter showing where to find key information on our website.
10. **New Councillor email addresses**
 - 10.1. All new email addresses are in use and one has been added for footpaths@wickhammarketpc.com
11. **Replacement Shed**
 - 11.1. Brownies shed has been removed. But roofing felt and an old kitchen unit was left
 - 11.2. Proposal to purchase a new shed at FGP23:64 was approved for £2,522
 - 11.3. 14’ x 8’ log cabin shed ordered at agreed spec with extra discount cost is £2,177 which is £1,814.25 ex VAT
 - 11.4. Delivery is 4 – 6 weeks. Richard will install
12. **Debit Card**
 - 12.1. Because the bank account requires two signatories, a debit card cannot be issued
13. **PC Projection equipment**
 - 13.1. More investigation required to ensure that equipment will deliver clarity of text documents on screen
14. **Audit**
 - 14.1. I have agreed with the internal auditors that paper copies of invoices are no longer required. This information will be submitted electronically going forward

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

15. **Repair and upgrade quotes for the Children’s play area**
16. **Finalise Budget 24-25 and prepare for year end**
17. **Restate Fixed Assets Schedule**
18. **Website:** Accessibility Audit and statement still required
19. **Finalise Grounds Maintenance schedule**
20. Risk Policy and Risk Assessment
21. Payment Authorisation Process and Electronic Payments risk assessment