

Wickham Market Parish Council – Clerk’s Report 15 May 2023

1. **External Audit for 2020-21.** Now complete. The notice of completion is published and displayed on the notice board
2. **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
3. **Newsletter:** June issue in preparation
4. **Grounds Maintenance Contract:** agreed to set up a working group which will meet on 5 June
5. **Allotments:**
 - 5.1. Problem plot Glebe 39 with overgrown hazel trees is currently being addressed
6. **Maintenance activity:**
 - 6.1. Shed shelved and in use
7. **PC Storage solution** Now that the shed is in use the new Clerk’s office is being prepared for use. There will need to be some electrical and security work which I am getting quotes for
8. **CiLCA:** Passed
9. **Deputy Clerk:** Welcome to Alison Renshaw who started at the beginning of May and is making a difference. She has a new email account and phone which she will share with you all
10. **Markets:** Alison is leading on the markets and currently concentrating on the Summer market. I am getting payments up to date and we will be approaching some of the existing weekly traders together. There are some health and safety concerns that need to be addressed ASAP.
11. **Children’s play area:** Repairs are scheduled for w/c 15 May

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

12. Year End

13. **Website:** A review of the website is required including an Accessibility Audit and statement
14. **Governance Document updates**
15. **New Councillor email addresses**
16. **Update Cemetery pricing as agreed**