

Wickham Market Parish Council – Clerk's Report 20 March 2023

1. **External Audit for 2020-21.** More questions on the audit have been raised and I am providing answers
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:** Just organising the delivery has been a huge amount of work, issue 1 published two weeks late because
 - 3.1. The courier lost all the printed material
 - 3.2. The printers reprinted it all
 - 3.3. Royal Mail agreed a new delivery slot.
 - 3.4. Royal Mail said excess print would be returned to me. They have now destroyed it. There are therefore no spare copies of issue 1
 - 3.5. Issue 2 in progress and I am working on a way to get excess print delivered to me.
 - 3.6. Written reports for full parish council meetings can be used as the basis of some of the content.
4. **Grounds Maintenance Contract:** new three year contract proposal from last September has been scrapped because of lack of agreement to content. Agenda item 15 requesting agreement to extend existing contract for one year
5. **Allotments:**
 - 5.1. The pedestrian gates for Glebe have been installed and the northern boundary hedge cut by Richard.
 - 5.2. Problem plot Glebe 39 with overgrown hazel trees is currently being addressed
6. **Maintenance activity:**
 - 6.1. Glebe gates fitted and northern boundary hedge cut
 - 6.2. Village Hall Car Park gravel surface water drain installed. May need to be extended.
 - 6.3. Damaged children's slide removed
 - 6.4. Little Lane is on litter picking schedule
 - 6.5. Speed indicator set up near Morris Rd and "Slow" sign relocated to dedicated post on the High St near Yew Tree Rise
7. **ESC Towns Initiative** have given us £10k of funding on condition that I manage it as a separate reserve and it is used for the purposes agreed.
 - 7.1. It has been confirmed this can be used for Newsletter costs.
 - 7.2. It was suggested it could be used on a Wayfinding project which is about signage within the village for directions to points of interest. I have spoken to Halesworth TC as they are in the process of a similar project. I can provide an outline briefing if the Council want to go down this route.
 - 7.3. Further funding of up to £1,500 funding for gazebos and tables if required from Jo McCallum who has funding which she would like used to improve the market and general footfall on the Hill.
8. **PC Storage solution** Thanks to Dick, Cath Caldwell and the Men's Shed, we have a solution for storage. Men's Shed have vacated the northerly shed on the pad against the wall for PC use. As this was a archives shed, the archives centre have requested an additional grant [item 16.1] which we can consider at this full council meeting. I am also following up with Lynda Payne regarding the removal of the Brownies shed to provide us with more storage capability. As described in my earlier storage briefing, this would free up the Village Hall committee room annex as a Clerk's public meeting room.
9. **CiLCA:** I have completed 24 of 30 assignments ready for assessment. Total expected study load is 200 hours.
10. **Assistant Clerk:** Four applications have been received and interviews are being scheduled

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

11. **Newsletter issue 2**
12. **Assistant Clerk indication and initial training**
13. **Elections**
14. **Year End**
15. **Finish CiLCA**
16. **Storage utilisation**
17. **Website:** A review of the website is required including an Accessibility Audit and statement