

# **CLERK'S BRIEFING NOTES**

## **DECEMBER 2022 – JANUARY 2023**

PREPARED BY DEBBIE SELICK-FELLOWS – 20/1/23

Covering the period of delegated powers to Clerk from 28/11/22

- Lloyds Bank – Mandate/change of address and Clerk's Direct Debit Card and PIN received on 8/12/22
- Precept registered with SBC 29/11/22 £24k an increase of 9.4%
- Organise documents for Interim Audit completed 30/11/22. See Appendix A for recommendations.
- Workload vs Allocated hours pressures – heavy workload resulting in lack of attention to detail and mistakes, adding stress and creating emotional concerns. Overtime is not part of the job contract and remuneration does not properly reflect in the time Clerk/RFO is contributing to the role. Clerk/RFO requests the treatment of additional hours and the matters arising are formally recognised and reviewed (agenda item).
- At Chairman's request - a defibrillator battery order placed on 30/11/22 for £216 inc VAT, was seen as an emergency situation/precaution (agenda item).
- Quote received 9/12/22 for Kissing Gates supply and install £1724.40 inc. VAT
- Collected Electoral Roll for residents of Haughton from SBC 15/12/22. Document filed in Clerk's working filing cabinet.
- Chairman approved (verbally on 8/11/22) Clerk's attendance at SLCC meeting, Uttoxeter – 15/12/22 networking/meeting/Christmas meal. Foc
- Saturday Civic Amenity Van visits – 29/4/23 & 14/10/23 9am till 10am
- Liaised with J R Contractors to try to resolve issues with invoices and hedge cutting. Unable to attend meeting (Cllrs. Sunley & Taylor with JR Landscaping) on 21/12/22 due to workload.
- New Clerk's training course with SPCA on 24<sup>th</sup> January at 10:30 FOC email sent 5/1/23 seeking approval (agenda item).
- Election training course for February with SPCA £30.00 to be approved by Council (agenda item).
- GDPR issue - Clerk's private telephone numbers – breached on 23/12/22
- Extraordinary General Meeting (Urgent meeting) organised 4<sup>th</sup> January 2023, to discuss and approve Wildlife Contract at Dale Common.
- Email request from Chairman (28/12/22) - registered online for a Curry's Business Account and asked to ordered laptop, software and security packages totally £508.32 exclusive of VAT. This is out of Clerk's authority limit of £500.00 (Financial Regs point4.5). Awaiting approval from Full Council.
- Liaised with Planning Department and Borough Cllr. Sutherland on Haughton Farm (no objections as per mtg 28/11/22) and 2 Meadow Drive (no objections received on email from Cllr. Sunley only).
- Change of HPC, HMRC business address to current Proper Office address.
- Updates to HPC website.
- Housekeeping/Administration/Filing up dated.
- Problems regarding terminology and the implications (ie. EGM, working groups vs Committee, devolve powers, bounds. Purdah, co-opt).
- Printed out Standing Orders & Financial Regs to read, quantify and understand.
- Ongoing PC problems now crashing and printer loses connection often.
- Liaised with football groups and invoices emailed (Dec 22).
- Village Hall invoice to be emailed for grass cutting (Jan 23). To review amount to be invoiced (agenda item).
- Maintaining Clerk's timesheet and mileage.
- Liaising with Park Warden (see appendix B) for report.
- Checking dog glove stocks at Parish Office – 9/1/23.
- Village Hall now online for room bookings.
- Bugle Report sent 17/1/23
- Awaiting a response from John Martin SBC regarding receipt of S.106 monies (funding)
- Awaiting a response from Sally Jones SBC regarding Jim Jarvis ownership

\*\*\* END \*\*\*

Appendix A – Clerk's Action Points  
Appendix D – 2023 Diary Dates

Appendix B - Audit Report

Appendix C – Park Warden Report

## **Clerk's Action Points**

1. The completion of the Staffordshire Wildlife Contract in respect of Dale Common Project. Clerk as signatory and proper office details submitted on 16/1/23 to Ella and Peter Case and Jonathan Groom advised
2. Email history regarding Jim Jarvis Playing Fields sent to B.Cllr. RS on 29/11/22
3. Spreadsheet compiled regarding JR Landscaping cut dates and emailed to IS & ST on 29/11/22
4. Public Liability Insurance was investigated and Council notified it was £10m on 30/11/22
5. Contacted Becky Martin, SBC regarding two Civic Amenity Van visits and agreed dates with Council and Village Hall
6. James Bellingham SBC notified of Precept – tax base calculation

\*\*\*END\*\*\*

**HAUGHTON PARISH COUNCIL  
INTERIM AUDIT ADVISORY  
30 NOVEMBER 2022  
10:00**

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**PRESENT:**

**KIM SQUIRES - TOPLIS ASSOCIATES AND DEBBIE SELICK-FELLOWS - HAUGHTON PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER**

**POINTS TO NOTE FOR FUTURE:**

1. INSURANCE SCHEDULE AND ALL RELATED DOCUMENTS – Clerk to create a separate folder on PC with a title heading of 2022-23 Insurance
2. Notify Insurance Company of change of address (From Suzanne to Debbie)
3. Change of address on all documents on website (From Suzanne to Debbie)
4. Update Asset Register to omit office chair.
5. Create a separate folder on PC for Asset Register
6. Ensure all fingerposts, stiles, pedestrian gates, cycle racks, thermal imaging camera are listed on Asset Register (anything that HPC has purchased and own)
7. VAT recall will be need to be completed by March 2023 for accounts up to 31 January 2023
8. Precept figure on external Audit (AGAR) is less Government Grant monies
9. Typo on Stationery on Detailed Summary Expenditure and monthly accounts (reads stationary)
10. Auditor recommends Clerk to attend any finance training
11. Following Audit Report – Form 3 AGAR – received a NO, as the deadline of 30 September was missed but failed to record this in minutes
12. Should a member of public request an “Exercise of Public Rights” meeting. Do not conduct this at home and always conduct with two members of Council, preferably in the village
13. Recommend that all receipts are numbered and a column is created on the spreadsheet to record each one
14. Contact Mazars to advise that a Form 3 is required for the AGAR audit
15. Do not send emails to any Personal email addresses. This is a security measure. Always use official email address ending .org.uk .
16. Clerk to include the bank reconciliation in minutes for Parishioners to view each month.

**NEXT MEETING WITH KIM SQUIRES/CLERK SCHEDULED FOR MONDAY 15<sup>TH</sup> MAY 2023**

**\*\* END \*\***

**Report for the period  
Routine Weekly Visual Inspections. 24.11.2022 – 20.12.2022**

Refer to section 3 of the Inspection and Maintenance Schedule for the list of items to be checked for each piece of equipment.

**A.Date and Time of Inspections. Football Match-F/M-or training-T = Pitch inspection prior to match**

			11 <sup>th</sup> December F/M	10.15 am
24 <sup>th</sup> November	10.55 am		13 <sup>th</sup> December	08.15 am
26 <sup>th</sup> November	08.20 am		15 <sup>th</sup> December	11.35 am
29 <sup>th</sup> November	11.00 am		17 <sup>th</sup> December	12.22 am
01 <sup>st</sup> December	09.40 am		20 <sup>th</sup> December	10.30 am
03 <sup>rd</sup> December	08.25am			
06 <sup>th</sup> December	09.55 am			
08 <sup>th</sup> December	11.50 am			
10 <sup>th</sup> December	08.35 am			

The above dates and times are recorded in a separate diary kept solely for recording visits to the playing field, filling dog glove bins and checking the bus shelters.

**B. Children's and Adult Equipment. All checked o/k**

**C. Other activities during the month. I have re hung three fence pales which were kicked off and replaced two more which were broken.  
I now only have one spare so we will need to get replacements.**

**1. Bus Stop shelters inspected on: 10.12.2022**

**2. Dog glove bins checked and filled, as necessary.**

26.11.2022	03.12.2022
10.12.2022	16.12.2022

**3. Unwanted Rubbish just a small amount of litter**

**4. Maintenance. I have removed the Gate return spring from the small gate (to be welded), it was cracked, I welded the other end earlier in the year because it broke off completely, the spring will be replaced shortly.**

**5. Dog Faeces.**

None noticed.

\*\*\* END \*\*\*

# **HAUGHTON PARISH COUNCIL**

## **2023 Dates for your Diary**

JANUARY	23 <sup>rd</sup>	Full Council Meeting
FEBRUARY	17 <sup>th</sup>	Mayor's Charity Ball – County Showground
FEBRUARY	27 <sup>th</sup>	Full Council Meeting
MARCH	27 <sup>th</sup>	Full Council Meeting
APRIL	6 <sup>th</sup> – 10 <sup>th</sup>	Easter Celebrations (Maundy Thursday – Easter Monday)
APRIL	24 <sup>th</sup>	Full Council Meeting and Annual Parish Assembly
APRIL	29 <sup>th</sup>	Saturday Civic Amenity Van Visit, 9am – 10am
MAY	1 <sup>st</sup>	Bank Holiday (May Day)
MAY	4 <sup>th</sup>	Returning Officer Elections for Borough and Parish
MAY	6 <sup>th</sup>	Official H.M. King's Coronation
MAY	7 <sup>th</sup>	H.M. King Charles III Coronation Community Event
MAY	8 <sup>th</sup>	Bank Holiday - King Charles III
MAY	15 <sup>th</sup>	Full Audit - Year End Accounts
MAY	22 <sup>nd</sup>	Full Council Meeting
MAY	29 <sup>th</sup>	Bank Holiday (Spring)
MAY	TBC	Elections Meeting
JUNE	26 <sup>th</sup>	Full Council Meeting
JULY	24 <sup>th</sup>	Full Council Meeting
AUGUST	Recess	
SEPTEMBER	25 <sup>th</sup>	Full Council Meeting
OCTOBER	23 <sup>rd</sup>	Full Council Meeting
OCTOBER	14 <sup>th</sup>	Saturday Civic Amenity Van Visit, 9am – 10am
NOVEMBER	27 <sup>th</sup>	Full Council Meeting
DECEMBER	Recess	

\*\*\* END \*\*\*