

# **CLERK'S BRIEFING NOTES**

## **FEBRUARY 2023**

**PREPARED BY DEBBIE SELLICK-FELLOWS – 22/2/23**

- Received bank authentication card, pin and keypad 29/12/22 not a Debit Card
- Georgia Heighway emailed on 24/1/23 from Staffs CC, legal services email regarding footpath 47 demarcation of boundary dispute requested evidence before 24/2/23. Sent to PP & IS on 24/1/23 and all Cllrs. on 26/1/23 following instruction from C.Cllr. MW
- Informed Chairman of all his action points on 24/1/23
- Correspondence emails from villages x 7
- Monthly Accounts sent to Chairman for checking. Error found regarding override of VAT £3.66 in November expenditure. Amended on 26/1/23 and PDF version of detailed summary sent to PP.
- Logistics and preparation for Personnel Committee Meeting and agenda on noticeboard
- Disclosure and Barring System (DBS) Enhanced or Basic check research regarding family event for Coronation checks
- Privacy Notice checks 2/2/23
- Election research and website updates with instructions and voters require I.D.
- Received Dell laptop, Samsung mobile phone, software and security
- Employment Law research
- Issued sales invoices: football and village hall
- Emailed Staffordshire Police to notify of Coronation Event
- Emailed BHIB insurance regarding proper office details

**Personnel Committee report:**

**Redacted as in closed session**

Appendix A - Clerk's Action Points

Appendix B – Things to do

Appendix C - Park Warden Report

## CLERK'S ACTION POINTS (January 2023)

1. November's Bank Reconciliation error rectified and uploaded on Website 27/1/23
2. Dale Common resident compliant forwarded to C.Cllr MW who had already received an email from same resident
3. SBC Planning Department and B.Cllr. RS notified of 22/36874/HOU Cherry Trees and 22/36044/HOU Hollywood. No objections
4. Compost Bin order postponed until Clerk's probation period ends on 24/4/23 and a Debit Card can be ordered
5. S.106 monies are being handled at SBC – delays due to a period of sick leave and annual leave. See email sent on 21/2/23. Quote has been revised for supply – increased by £500.00 but awaiting installation quotation.
6. Jim Jarvis Ownership – all transfers have been temporarily put on hold. John Martin to inform Clerk when revoked
7. 26/1/23 notified Brent Mosely of BRM Services regarding kissing gates installation and supply and a work schedule for 08:15 on Friday 24/2/23 is set.
8. A detailed accounts summary sheet was emailed to Cllr. Prokopa on 22/2/23
9. Eccleshall Deputy Mayor (Peter Jones) contacted 30/1/23 via Parish Clerk regarding speaker on 24/4/23 for Annual Parish Meeting. Available – 30 minutes slot regarding History of Stafford in relation to the Mayoral 400 years
10. 26/1/23 notified Mary Ann Raftery and Bethany Tranter, Staffs CC, regarding additional grass cutting funding before 31/3/23. Awaiting purchase order.
11. Emailed website link to Councillors with regards to Playground Inspection Training on 26/1/23
12. SBC form for Civic Amenity Visits completed and emailed to Becky Martin on 9/2/23
13. H.M. King Charles III Coronation Event at Village Hall Reserved with Phil Joyce, Sunday 7<sup>th</sup> May 2023 all day.
14. Noticeboard updates for Personnel Committee (agenda & minutes), SBC flyers, mtg agenda
15. Emailed on 24/1/23 Policy regulations that have been revised by Standards Working Group to all Cllrs.
16. Issued invoice on 31/1/23 to Village Hall for 2022 season grass cutting
17. Completed zoom call for New Clerk training on 24/1/23
18. Organised and produced agenda on 3/2/23 for Public meeting of Personnel Committee for 15/2/23
19. SPCA Election Training for 13/2/23 reserved on 30/1/23
20. Bugle Parish News sent for entry 17/1/23 for February and March entry sent 16/2/23 to include a reminder of exercising of dogs on Jim Jarvis Playing Fields
21. Contacted Post Office and received email response on 30/1/23. Forwarded to all Cllrs.
22. Curry Business account for HPC – order placed on 1/2/23 for Clerks' tools (laptop etc. and mobile phone) Cost £617.82 + VAT
23. Received Elections update register from SBC 2/2/23. Paperwork filed.
24. Contacted Paul Rochfort on 1/2/23 regarding PRow volunteer group. Now directed to Caroline Watterson. Awaiting more info.
25. BKV village hall reserved for 1/3/23 via Chairman
26. Sim Card order not placed with Currys as problems accepting on their system
27. Thermal Imaging Camera quote received for alternative camera (FLIR E5-XT £1299.00 + VAT) on 3/2/23 Training recommended x2 £125.00 + VAT Delivery charge £5.95 total £1554.96
28. O/s Action Point regarding single point of contact on website.
29. Awaiting SIM contract.
30. Website updates: to notify villagers of PC elections, ID required to vote, civic amenity van visits, SBC street parties, Stafford in the World Event

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

## CLERK'S LIST OF THINGS TO DO:

1. Contact Lloyds Bank re: former Clerk (LH) authentication card
2. Update budget figures from November spreadsheet (format incorrect received from IS)
3. Update Website with Insurance docs. and add in links to SBC
4. File paperwork (hard copies)
5. Laptop installation – help required
6. Obtain quote for SIM contract and process order
7. Process quote for Thermal Imaging camera following Feb mtg
8. Create a separate folder on PC with a title heading of 2022-23 Insurance
9. Change of address on all documents on website (From old to new clerk)
10. Update Asset Register to omit office chair, add phone and laptop
11. Create a separate folder on PC for Asset Register
12. VAT recall to be completed by March 2023 for accounts up to 31 January 2023
13. Attend Election Briefing at SBC
14. Prepare end of year accounts in April
15. Prepare for end of year audit on 15<sup>th</sup> May 2023
16. Formulise a plan of action for Coronation Event – increase in Clerk's time
17. Consolidate a plan for Thermal Imaging Camera hire – increase in Clerk's time
18. Ensure Council receive election papers to stand for office – increase in Clerk's time
19. Update Playing Fields sign to show new mobile number for proper office
20. Stafford Railway Building Society – update PP on account
21. Order two compost bins
22. Formalise plan for social media administrator – Increase in Clerk's time
23. Frequently Asked Questions on website
24. Obtain landscaping quotations for new fiscal year
25. Research FOC training courses for Clerks – increase in Clerk's time
26. Formulise a Clerk's Training Plan
27. Organise a mentor
28. Prepare annual appraisal for Park Warden
29. Liaise with Staffs CC, DH regarding Thermal Camera Guide
30. HMRC quarter 4 payment – PAYE March 2023
31. Check/chase football team regarding invoicing AFC Gnosall
32. Formulate a plan for S.106 monies and liaise with SBC
33. Respond to planning applications: 22/36874/HOU, 22/36801/HOU, 22/36854/FUL by 13/3/23
34. Reply to correspondence received Dale Common land, BKV & A518 signage

**PARK WARDEN Report for the period  
Routine Weekly Visual Inspections. 19.01.2023 – 20.02.2023**

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.**

19 <sup>th</sup> January	11.15am	6 <sup>th</sup> February	10.30am
21 <sup>st</sup> January	10.25am	8 <sup>th</sup> February	11.10am
24 <sup>th</sup> January	11.50am	10 <sup>th</sup> February	02.15pm
26 <sup>th</sup> January	02.30pm	13 <sup>th</sup> February	10.10am
28 <sup>th</sup> January	04.10pm	15 <sup>th</sup> February	01.05pm
30 <sup>th</sup> January	08.10am	17 <sup>th</sup> February	10.15am
1 <sup>st</sup> February	11.10am	20 <sup>th</sup> February	11.20am
2 <sup>nd</sup> February	09.30am		
4 <sup>th</sup> February	01.00pm		

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 ok**

**C. Other activities during the month.**

**1. Bus Stop shelters inspected on: 04.02.2023**

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

21.01.2023	28.01.2023	18.02.2023
4.2.2023	11.02.2023	

**3. Unwanted Rubbish A small amount of litter.**

**4. Maintenance.**

**5. Dog Faeces.**

None noticed.

Inspection carried out by.....Philip Michie..... Signature

Name. (Printed).....

Position.Playing Field Warden.....

Date: 22/2/23

Delivered by Email Debbie Sellick-Fellows Clerk, and Councillor Stuart Taylor