

Clerk Report – 2 June 2020

1. Emailed Unity the completed form for addition of the two agreed bank signatories.
2. After the accounts had been returned by the Internal Auditor made the necessary adjustments and updated a few relevant pages on the AGAR form.
3. On 14 May 2020 sent a letter to Barclays requesting that the savings funds be transferred to Unity. So far, no response from Barclays.
4. Received a letter from Broads Authority. They had read in the Eastern Daily Press about the death of Charles Swan. The letter has been forwarded onto Mrs Swan.
5. No update yet on the VAT reclaim.
6. On 12 May 2020 attended virtually training on how to prepare accessible Word & PDF documents (N.B. all documents e.g. agendas, minutes, policies etc uploaded onto the website from September 2018 will need to be in this format). This agenda and the minutes for May meeting have been prepared using the recommended guidelines.
7. Attended virtually Clerks Information and Networking session on 13 May 2020.
8. Prepared and delivered New Councillor Welcome Pack to Mike Shaw.
9. Booked to attend virtual Clerks Information and Networking session on 11 June 2020.
10. Collected post from previous clerk.
11. Collected the invoice from Northbridge Computers. The asset register will be updated after the payment has been approved for reimbursement to the Chair.
12. Updated councillor contact details on website.
13. Received an email from Disability Advice North East Suffolk who confirmed that they are working hard to support people in these difficult times. Requested that they send through posters and leaflets for OPC to display and distribute to selected households.
14. Drafted the Notice of Public Rights and Publication of Annual Governance & Accountability Return for Exempt Authority. Will set the dates as 15 June 2020 – 24 July 2020. So far, I have never had a member of the public request to see the accounts. This could prove slightly difficult if such a request came in with social distancing. I am confident though that there will be a way around this should such a request be made.
15. Started to work on the format/wording for the new councillor email addresses.
16. John G handed to me folders of historical Oulton documents etc. I will go through these when time permits and familiarise myself with their content. John G offered to put the planning documents he has at his house into the filing cabinet at OCC - when it is open again and safe to do so.
17. Had a few problems logging into the new ESC planning portal. Managed to get it sorted with the help of ESC. I have now set up an email alert for planning.
18. On a regular basis forwarded on the coronavirus update emails.
19. Circulated Clerks & Councils Direct magazines.