

## **CLERK'S REPORT FOR COUNCIL MEETING 6<sup>TH</sup> APRIL 2023**

### **COMPUTER**

As everyone is aware, the computer was wiped of all information before being returned to the Chairman. The Chairman arranged for the information to be retrieved (from both laptops) and this has been re-loaded as far as possible. The HP computer is now kept at the Clerk's home and the Lenovo laptop is with Cllr Rolph to enable him to load the data from the speed cameras.

### **WEB SITE**

The web site has been accessed and updated as far as I can. It still needs a good overhaul to ensure that everything is up to date. The Standing Orders and Financial Procedures have been updated, as have the Minutes from January, February and March. Hard copies have been printed out of all policies and kept in a file for everyone to read and note. There is, unfortunately, a Hogsthorpe Parish Council Facebook site which cannot be changed without the appropriate admin access.

### **E-MAIL ACCOUNT**

E-Mail account is now [hogsthorpecclerk@outlook.com](mailto:hogsthorpecclerk@outlook.com). Most companies and authorities have been informed of this change.

### **PLANNING PORTAL SITE**

I have been unable to access the ELDC Planning Portal as yet to make comments from the Parish Council. However, objection on Ivy House Farm application was handed in to ELDC offices. This application has now been withdrawn.

### **ACCOUNTS**

The hand written accounts for the whole year have been amended and updated and VAT recorded where appropriate. A claim for VAT for three years will be put in when final accounts for this year have been signed off.

See also Agenda item on Financial Matters for update on year end accounts, AGAR report and Internal Auditor request.

### **BANK ACCOUNTS**

See Agenda item on Financial Matters for Parish Council and Playpark bank accounts.

### **MINUTE BOOK**

The signed copies of all the past Minutes would appear to have been lost. Minutes for the year from April 2022 to March 2023 have been reprinted from the web site and these have been safely filed. Should Minutes for previous years not come to light, these will also be printed out from the web site.

### **BURIALS INFORMATION**

Burial information is being checked and corrected in the burial books. The list of fees was missing but this has been re-worked and a report under agenda item 10a is to be presented at the meeting.

## **ELECTIONS**

As councillors are aware, election of councillors is to be held this year. It is hoped that there will not be more than the number of seats available or a costly election process will have to take place with the Electorate of the village. Six nominations have been handed in to ELDC. We should know by the time of the meeting whether or not there will be a contested election.

## **CLERK'S TIME**

So far, in the three weeks up to 27<sup>th</sup> March, it has been necessary for a further 39.5 hours above the agreed 10 hours per week to be spent on updating and amending the previous year's work. Whilst there will be no claim for these extra hours, it is being reported so that councillors can be aware of what is happening. These are additional to the many hours put in by another to extract incorrect information. It is anticipated that more hours will be required to get everything back up and running.

## **Final Note:-**

Individual documents were each kept in polypockets. The documents have been removed from their covers and I now have hundreds of spare polypockets. Should anyone require any please let me know.

Kath Hayes  
Interim Clerk  
31/3/2023