

## **Batheaston Parish Council – Council Meeting 21<sup>st</sup> June 2022**

### **Clerk's Report**

#### **Finances**

There is a separate report on the status of finances on the agenda.

I have provided a recommendation for new electricity supplies, with a covering report.

Year-end processes, the internal audit, and preparations for the Annual Governance and Accountability Return have taken a considerable amount of my time in the past month.

As a result of this latter, I will spend some time in the next few weeks getting fully conversant with the new Edge system, so that I can process bank reconciliations promptly, and bring these and a record of financial transactions to the July meeting, and thereafter.

#### **Playground Project**

I am pleased to report that the first Phase of this project is complete; the fences were removed 13<sup>th</sup> June. I have had positive feedback from a number of residents.

I provide a summary of the finances elsewhere on the agenda, and am pleased to note that they are within the approved bounds.

#### **Clean & Green week**

The week allocated for Bathavon North is 27<sup>th</sup> June to 1<sup>st</sup> July, and we are asked if we wish to nominate any areas for focus. Cllr Sarah Warren has already suggested the A46, A4 Batheaston bypass, and graffiti in Elmhurst and Catherine Way.

#### **The Queens Platinum Jubilee**

My congratulations to Councillors for pulling together an excellent party. For my part – being away on the day – my main contribution was ordering items ahead of time, and arranging for the road closure. This last proved very difficult, both the paying for it (our constraints clashed with the company's) and on the day. I am still pursuing them for a refund.

I have started to put together the financial summary, and will present this at the next meeting of Council.

#### **Communications**

As noted on the agenda, I will develop a proposal for the Parish Council and Rural Leadership Group to coordinate efforts to manage The Batheaston Times in future, and to extend to other forms of communications, including the email distribution.

## **My training**

I am seeking approval at this meeting to enrol on the Certificate in Local Council Administration (CILCA) course with the SLCC, with a view to completing this within 12 months. This NVQ Level 3 qualification is the standard qualification for Clerks, and is – amongst other things – one of the two principal conditions for the Council to have General Power of Competence (the other being that 2/3 of members are elected, which might well be achieved following elections in May 2023).

I have asked for approval of up to £1,000 to cover:

- registration for the course with the SLCC - £410 (<https://www.slcc.co.uk/my-account/my-account-qualifications/qualifications-register/?qualificationId=1>)
- enrolling with ALCA for their support package (online sessions, and feedback and support for assignments) - £300
- The remaining funds (£290) to cover additional courses and materials on specific subjects.

I will also subsequently ask HR Committee at its meeting on 5<sup>th</sup> July 2022 to agree to part-cover the time commitment (which is nominally 200 hours)

**Richard Maccabee, Parish Clerk**

**21<sup>st</sup> June 2022**