

Clerk's report for SPC full council meeting on 05/02/24

Audits and finance

- Updates to cost centres approved at Feb PC meeting completed
- Additional cost centre updates made and summarised on the agenda
- Applied for DCC Growing Communities Grant for Community Café Winter 2024/25. Received £1,200 and moved into Savings Acct £1,200
- Audit self-assessment questionnaire completed and returned to internal auditor
- Made Feb payments
- Set up March bank payments
- Applied for £4,640 National Lottery Funding to replace noticeboards
- Updated spreadsheets for Community Cinema – £151.50 PC Grant remains after shortfalls covered
- Rewritten mowing and road warden contracts – same content – just much more succinct with less repetition and updates to rates of pay and hours
- Raised concerns about inaccuracies on External Audit report with Internal Auditor
- Raised concerns about absence of itemised assets on 2023/24 insurance documents (which were inaccurate and the correct policy document now issued and uploaded to the website)

As per Internal Audit Recommendation

- Updated/rewritten Risk register (now includes H&S and lone working)
- Written business continuity plan

Other statutory documents

- Updated/rewritten data policy (now 1 ½ pages instead of 8)
- Risk assessment for Recreation field written

Website and notice boards

- Updated website
- Updated CSG Facebook page
- Noticeboards unusable/not fit for purpose

Highways

- Emailed Cllr Brazil asking to chase John Fewings for DCC 'programmed works' in Slapton Parish
- Emailed Cllr Brazil asking to chase Neighbourhood Highway Officer to engage with Slapton Parish and provide support/expertise to Slapton PC regarding three key priorities

Defibrillator

- Daily check of green 'light' on new defibrillator – please could I ask Cllrs to do the same when they are out and about or visiting the Queens Arms
- 1x monthly report completed [Welcome to SWASFT - welcome \(swast.nhs.uk\)](https://www.swast.nhs.uk). NB: Call sign for reporting is: DC1031
- Attended defibrillator training – thank you to all the Cllrs that attended.

Village Maintenance and PROW

- Requested Carr Lane leat clearance after parishioner concerns raised – only partially done
- Requested drain clearance opposite Church View – done
- 2 hr meeting with Nick M to update 3 year mowing and road warden contracts

CSG

- Organised and volunteered at Community Cinema – thank you to the Cllrs who helped and attended
- 1 x baked for Community Café and volunteered at 1 x Café

- Liaised with possible new CSG committee member

General admin

- 100s of emails
- Completed all Clerk's actions in action log
- Completed Agenda March meeting and Minutes Jan meeting
- 1x update for Cllrs
- Contacted Strete and Stoke Flemming Clerks regarding Neighbourhood Plan benefits. Struan Coupar (Cllr responsible for development of Stoke Flemming NP has confirmed he would be happy to discuss benefits of NP at future PC meeting or separate working party meeting. I have invited him to attend either April or June's PC meeting and am awaiting to hear back.

Training

- Completed end of year training for Clerks

Other

- Notified of scaffolding at Workshop cottage for roof repairs in future – VD will seek appropriate consents from Highways etc and will aim to minimise any impact on traffic etc
- Devon bank collapses at Start – needs further investigation and reporting to Highways

Logo

- Met with Cllr Lange to review logo. Contacted Nick Walker printing for some advice

WIP

- 6 more policies to update
- End of year accounts, AGAR and internal audit preparation
- P3 grant submission by mid March