

Clerks report July 2024

- The Annual Governance and Accountability return was submitted within the required date and all relevant documentation uploaded to the MPC website as required.
[See link here.](#)
- Cllr vacancy update- Two follow up emails marked as high priority have been sent to request an update from TBC following the notice period, but a response has not yet been received.
- Website and email update – This is ongoing. Cloud next has not been helpful with queries and problems around sending/ receiving emails.
Due to the requirement for Councillors to use .gov.uk email addresses and the recommendation that the PC website should be a .gov.uk web address, I would perhaps suggest obtaining a quote for a replacement package to include a website, hosting and emails for the PC.
R Balgobion, Clerk at Upton St Leonards has given details of the company they use, Cuttlefish and I have requested a quotation that I will send on to the PC for consideration if agreed.
- Clerk Training has been extremely useful. R Balgobin has provided a template for a financial risk assessment. This will be completed by the Clerk prior to the next meeting for PC agreement.
It was advised that part of this process should include a 'Rescue pack' a sealed document that will hold all information and log in details for Councillors to access in the absence of the Clerk. This will be held by the Chair or Vice Chair.
The end of month PATA payroll information will be forwarded to The Vice Chair as agreed at the June PC meeting.
- R Balgobin will also assist with budget planning. There is a requirement under new legislation for Parish Councils to budget plan for an extra 2 years ahead. Some of the training hours paid for have been set aside for this later in the year.
As discussed with the Chair, Jo Badham completed a budget for 2024/2025, the Precept amount was agreed by the PC in Dec 2023 and moving forward the correct process will be followed.
- The Clerk is investigating the missing reference in the 2023 updated MPC Standing orders to complaints made by Parish Residents.
'Any complaints made against the Council, its members or officers are to be handled in accordance with the NALC Code or Practise for Handling Complaints (NALC Circular 2/86), which is published on the MPC website.'

This document reference no longer exists, so further investigation is required before an amendment is proposed and agreed.
- Correspondence has been received from a local Resident regarding the Village design statement, agenda item 20.2 10th June 2024. The Clerk has responded on behalf of the PC.

'The Clerk is currently in contact with the Gloucester Rural Community Council (GRCC) and Tewkesbury Borough Council to establish the feasibility of completing this document within the local community.'

- Wild Goose bay bin – Still awaiting costs from TBC.
- 2 payments authorised in June 2024 will now be paid in July 2024-

SLCC membership £154.00

Play ins company £152.40

- PATA have advised that VAT was not paid for February and March of 2024. The total amount owing is £97.15. This includes an interest amount of £1.35.
- After seeking advice on the Agenda and having discussed this with The Chair. Please ensure that if you wish to propose any additional items for the agenda please send them in writing to the Clerk at least 5 clear days (As Stated in the MPC Standing orders) prior to the meeting.
The agenda will be set by the Clerk and agreed by The Chair.