

## Clerks Report

Date of Council meeting	Minute Ref: Reason	Action Owner	Request	Log	Current Status - RAG 0-3 mths Green 3-6 mths Amber Over 6 mths Red Over 1 year Dark Red	Time Taken Months
11/05/2022	EBC proposal re MOP request	Clerk	Benches	Proposal from EBC. <b>160222:</b> The benches have been ordered by EBC. <b>210222:</b> To identify what maintenance means <b>240423:</b> Benches have arrived at EBC. To be located rear of school and Broadlands Rd (by Loughwood). These are metal benches to reduce maintenance costs. <b>050523:</b> Confirmed bench locations, they will be installed uin next 2 weeks <b>260523:</b> Benches installed	<b>Completed</b>	12
17/01/2023	Value for money	Clerk	Council bank account	The current account does not supply a debit card, threfore the clerk uses personal card to make purchases <b>260123:</b> Applied to Nat West. <b>030223:</b> Natwest onboarding team informs that councils do not qualify for free banking and the fee would be £20.00 per month due the dual signatories. <b>210223:</b> Informed council - To try other High Street banks such as HSBC and Lloyds <b>030423:</b> Commenced onboarding process with Lloyds <b>090523:</b> Incorrect application form filled in by Lloyds - process has to start again. New telephone application made	<b>Ongoing</b>	
17/01/2023	Legal	Clerk	Allotment Land Transfer	The title Deeds are still held with EBC. Title number HP645241. Request made to EBC re Deeds being transferred to BWPC. <b>070323:</b> No response received. Contact via EBC customer service. The Asset management team will advise further w/c 13/03/23 <b>060423:</b> Soliciotors confirm they have applied to Land Registry for transfer of land. <b>080623:</b> EBC thought this had been completed. Will chase the Asset transfer as this is EBC priority	<b>Ongoing</b>	
08/06/2023	Asset Transfer	Clerk	Allotments	<b>080623:</b> Meeting held with EBC - Actions <ul style="list-style-type: none"> <li>•Requested breakdown of Allotment invoice received. - Completed</li> <li>•EBC request Data Protection Certificate so can share current tenants and waiting list- Completed</li> <li>•Requested inventory list of EBC equipment. Agreed that all equipment will be removed and serviced.</li> <li>•Requested copy of PL insurance re animals</li> <li>•Derelict plots 35 and 36 to be cleared by EBC</li> <li>•Advised that in April Eviction notices were served on plots 29 and 16</li> </ul>	<b>Ongoing</b>	

Inv Date	Inv/Order No	Supplier	Details	Creditor	Net	VAT	Carriage	Total
04/05/2023		BWPC	TP - NI overpayment	Tracy	1171.34			1171.34
01/05/2023	4252	CloudyIT	IT/Website	CloudyIT	131.39	26.28		157.67
09/05/2023	5870	HALC	Subscription	HALC	165.00	33.00		198.00
09/05/2023	16623	J Humphries	End of Year	J Humphries	250.00	50.00		300.00
10/05/2023	230510	Lightatouch	Internal Audit	Lightatouch				400.00
31/05/2023	8796	Surrey Hills	Legal fee re allotment	Surrey Hills	250.00	44.00		294.00
01/06/2023	4691	CloudyIT	IT/Website	CloudyIT	135.19	27.04		162.23
02/06/2023	230626	St Peters Church	Meeting room hire	St Peters Church	50.00			50.00