

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	<p>Proposal from EBC.</p> <p>160222:The benches have been ordered by EBC.</p> <p>210222: To identify what maintenance means</p> <p>240423: Benches have arrived at EBC. To be located rear of school and Broadlands Rd (by Loughwood). These are metal benches to reduce maintenance costs.</p> <p>050523: Confirmed bench locations, they will be installed in next 2 weeks</p>	Ongoing	
17/01/2023	Value for money	Clerk	Council bank account	<p>The current account does not supply a debit card, therefore the clerk uses personal card to make purchases</p> <p>260123: Applied to Nat West.</p> <p>030223: 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.</p> <p>210223: Informed council - To try other High Street banks such as HSBC and Lloyds</p> <p>030423: Commenced onboarding process with Lloyds</p> <p>090523: Incorrect application form filled in by Lloyds - process has to start again. New telephone application made</p>	Ongoing	
17/01/2023	Legal	Clerk	Allotment Land Transfer	<p>The title Deeds are still held with EBC. Title number HP645241. Request made to EBC re Deeds being transferred to BWPC.</p> <p>070323: No response received. Contact via EBC customer service. The Asset management team will advise further w/c 13/03/23</p> <p>060423: Solicitors confirm they have applied to Land Registry for transfer of land.</p>	Ongoing	
21/02/2023	100/22	Clerk	Coronation Fair	<p>RESOLVED: That the 'Coronation Fair' will be held on Sunday 7 May 2023, 12:00 to 14:00 hours. Council will liaise with other community groups planning Coronation events as a matter of courtesy.</p> <p>Clr Lee to see what equipment can be obtained locally to support event</p> <p>150323: Permission received from church to use brickweave area. Grassed area belongs to EBC</p> <p>120423: Event tent, bunting and feather flag ordered</p> <p>040523: Tent and feather flag received</p> <p>070823: Coronation Fair held</p>	Completed	3
21/02/2023	101/22	Clerk	Annual Spring Clean	<p>RESOLVED: That the Annual Spring Clean on Saturday 15 April 2023 between 10:00 hours and 12:00 midday. Equipment will be provided.</p> <p>100323: Poster designed - For circulation</p> <p>130323: Arrangements made to collect equipment from EBC on 13/04/23, They do not supply childrens equipment or litter hoops</p> <p>130423: Equipment collected from EBC Hedge End</p> <p>150423: Annual Litterpick, rubbish collected.</p>	Completed	3

Annual meeting of the Council 2023

Annual arrangements unless otherwise stated

Section 137 Expenditure

Date	Purpose	Amount £	Comment
07/11/2022	Poppy Wreath	50.00	
Subscriptions			
HALC	Regional Council body	198.00	
SLCC	National Clerks body	222.00	
Contracts and Arrangements			
Internal Auditor	Governance	400.00	
External Auditor	Governance	315.00	5 year contract
CloudyIT	Website/IT	157.67	DD
Zurich Insurance	PL Insurance	442.67	3 year contract
Gallagher	Cyber Insurance	367.36	
DM Payroll	Payroll	120.00	
Rialtas	Accountancy	175.00	