

PARISH CLERKS REPORT

January 2020

1. The Clerk has chased Unity Bank regarding the adding of the assistant and Councillor Jennings to online banking- this should be completed by the end of the month.
2. The internal audit has been arranged and this will be completed by the newly appointed internal auditor- Jo Boxall from Reepham Town Council will complete this on 4th February at the Parish Office. The previous auditor has been informed and thanks given for previous support.
3. The purchase of the Marl pit is progressing, Andrew Carrier of Ward Gethin Archer has been instructed to undertake the conveyancing and the deposit and fees have been paid to The Auction House. Andrew has been in regular contact and has confirmed paperwork for signing will be sent along with details for the final monies to complete the transaction. He is investigating as to whether VAT should be paid on the purchase. Although Breckland have said this is due he believes this is not the case but is seeking further direction on this.
4. The last phase of replacing the street lights with LED lamps has been instructed. This will take place at the start of the new financial year. Once this has been completed the schedule of lamp upgrades will be sent to E-On for them to calculate the reduction of the fixed tariff and backdated monies to be refunded to reflect the lower energy lamps now in place.
5. The new Trod in Ramms Lane has been chased with Norfolk County Council. They have responded to request confirmation of the planned position of this. The Clerk has confirmed the plan they hold is correct and asked for a date for these works to commence. A reply has not yet been received so will be diarised to chase again in a few weeks' time.
6. The new rubbish bin for Elizabeth Drive has been ordered, once the pro-forma payment has been paid this will be delivered. This was not ordered in time to be included in this month's payments so will be included in February's payments and the bin should be in place towards the end of next month.
7. Liz Goddard the new care taker has now commenced employment and she will initially be working 2 hours per weekday in the village.

8. A thank you card has been received at the Parish Office from 1st Necton Brownies. They have asked me to pass on their thanks for the kind contribution.
9. Following a meeting with Steve Royal from Konnect buses in December the good news is they are happy to consider reinstating a bus stop at the top end of Tuns Road. They obviously need to undertake some work to implement this and will keep the Clerk informed on progress. Although they confirmed this should not be too onerous and should be quite straightforward.
10. The Clerk has reviewed the current financial position as at the end of the quarter dated 31st December 2019 and can confirm the following.

Funds held are as follows

Current account £52,944.86

General Reserves £12,419.76

Youth Account £12,992.64

Total funds held £ £78,357.26

A review of expenditure so far against the annual budget has been completed and the current position is as follows:

Employment Costs 73% of budget

Lighting 85% of budget (contingency allocated)

Admin Costs 86% of budget (new laptop and printer purchased)

Allotment Costs 86% of budget (contingency allocated)

Community Spend 63% of budget (Marl pit costs to be paid)

Overall Expenditure 72 % of budget.

A VAT refund claim has also been submitted and accepted and a payment of £6,608.23 has been received and is included within the above balance.