

Clerks Report 13.11.2023

- Lloyds Bank mandate forms to be redone.
- VAT reclaim for 22/23 has been submitted and paid into account.
- The two external sockets at the Village Hall should be fitted by the end of this month.
- ReformIT are investigating the current Laptop to establish next actions as it is not keeping its charge. They are also investigating the cost of a new laptop for Administrative Assistant.
- Admin Assistant has sorted out the filing cupboard in the office. There is now a good working filing system which enables more accessible every day office work.
- Key Log: A new master key log has been created so that going forward all keys are returned at the end of any tenure.
- Key Safe Code: The code outside the building has been changed and a system put in place for regular changes to happen to increase the security of the building.
- First Aid: All first aid equipment in the building was out of date. we have donated the supplies and have had a donated new larger kit provided to us for the building.
- 4 Council seats are now vacant. CDC have confirmed that Council may co-opt. Two residents have shown interest. (Agenda Item for December meeting).
- Gigaclear: Installing cables around the Sopwith Road area to give residents the option to use their service. Clerk has requested a completion date for this work and when the service will be available.
- Second defibrillator: Community Heartbeat have a verbal agreement from a donor that this specialist defibrillator will be swapped with the same unit as outside the village hall. The specialist defibrillator that we currently hold will then be donated, by Community Heartbeat to a hospital/clinic etc.
- Update on Land at Smith Barry Road: Letter received from the Solicitors. Council will need to agree next actions and a budget for this.

Correspondence (all circulated to Cllrs)

- By-Election to be held for Lechlade, Kempsford and Fairford South District Council seat
- CDC Polling District and places/stations review: Under the Electoral Registration and Administration Act 2013, Cotswold District Council is required to undertake a review of all polling districts and places every 5 years. The next one is due to be completed by 31 January 2025. No changes proposed on current location for Upper Rissington.
- News updates from Gloucestershire County Council
- CDC updates and press releases
- GCC Road Works Bulletin (weekly updates)
- Rural Services Bulletin
- NALC newsletter/updates

Village Hall Bookings

For PC awareness

- 18 Nov, 18th birthday party 5pm till midnight
- 24th Nov, 6pm till 11pm, Friends of Rissington School Wreath making fundraiser
- 9th Dec, 9am till 7pm, Christmas Market, DV Events,
- Regular hirers contacted to book for 2024.
- 22 June 2024 – 50th birthday party, TEN has been applied for to sell alcohol.
- Decision to be made regarding the refund of £160 for the DV event cancellation

Clerks Hours

No additional hours to be approved for either Clerks from October.

Ruth completed 68hrs.

Admin Assistant completed 20 hours.

Other Staffing matters:

- NALC pay award for 2023/24 confirmed.
- Cleaner's holidays: still unable to find anyone to cover holidays.
- Staff meeting arranged for 11am on Friday 17 November.