

- Foyer Chairs

The 6 new armchairs have arrived. One of our volunteers has started building these chairs.

- Recycle Bins

The new container is due for delivery this week.

- CCLA form

These have been submitted and we are waiting for confirmation of the next stages.

- Clerk & Assistant Clerk Contracts

Still to be agreed

- Second Defib

This is due for delivery this week.

- Lloyds Mandates

Susan and Kellys mandates have been submitted in person to Lloyd bank. Jonathan and Ruths are still progressing,

- Light In Store Cupboard

There was an issue with a fallen overhead light in the main store cupboard. Collette's responded quickly and it was resolved within 24 hours.

- Dog Sign

We have put a new no dog sign on the main door of the building. No further incidents relating to this.

- Bookings System and Website Management

The Assistant Clerk has taken over the running of the Bookings system.
The Clerk has commenced taking over the Website management system.

A new email address has been created for support in relation to both these areas should it be required.

- First Aid Course

We are working to find a date for staff, Councilors and Volunteers to have the opportunity to attend a first aid course. We have been kindly given the course free of charge.

Action: Dates to be suggested for March/April please.

- Shredding

The shredding bags have arrived at the Village Hall offices now. So, all Councilors can benefit from the confidential shredding. Please bring in papers during office hours.

- Hall bins

We have ordered new dual bins for the village hall. One side for general waste and one side for mixed recycling.

- Bowling Green

The new fence is moving ahead with a date to be confirmed in March.

- Volunteer Insurance

This has now been confirmed and any volunteer who is working for the Council will be covered under our insurance and does not need to be individually named on the policy. See separate statement.

- Storage Cupboard

We are moving ahead with a clear-out of the general storage cupboard in the main hall. All those storing items will be notified officially of the date for the clear-out. We have provisionally booked the hall for Friday, Saturday and Sunday 22nd – 24th March.

We will confirm these dates once we have confirmed a skip and new cages.

It should be noted that these cages are £300 each.

- Hours/Overtime

Clerk: Completed 96 hours in January. She worked 9.5 hours overtime

Assistant Clerk: Completed 73.5 hours in January. She worked 8.5 hours overtime.

Correspondence (all circulated to Cllrs)

- News updates from Gloucestershire County Council
- CDC updates and press releases
- GCC Road Works Bulletin (weekly updates)
- NALC newsletter/updates

STAFF MEETING – held on Monday 5th February.

- We still do not have cover for cleaning the hall when the cleaner is on holiday.
- Staff raised that the Carpets would need cleaning
- Staff raised that the glass on the notice board at The Vets needs to be replaced
- Staff appraisals need to be booked in for the cleaner and the caretaker
- Staff raised they still do not have employments contracts – waiting on the HR company.
- Office staff raised concern regarding increased hours worked. This will be monitored closely during February and March.

Good afternoon,

We are able to confirm that providing all employees and volunteers will be working at the sole request of and under the sole control of the Parish Council, using tools materials and equipment provided by the Parish Council that the existing Public and Employers Liability Sections of the policy would apply. We do not need to name them individually on the policy.

We would only expect Employees and Volunteers to be involved with the less hazardous work involved in path maintenance, grass cutting or litter collection, with the use of non-powered tools only, other than lawnmowers/grass cutting equipment and strimmer's, when stout footwear should be worn and also safety goggles in the case of strimmer's. Cleaning materials must be not stronger than those available on shop shelves.

Employees and Volunteers should be between the ages of 15-80 years and must be physically fit and able to carry out the work expected of them in order for them to be covered by the Personal Accident Section of the Policy. Anyone under the age of 15 will require an adult to be present and will require parental permission.

All other work should be undertaken by Contractors, who have their own Public Liability insurance with a Limit of Indemnity of not less than £5,000,000.

All cover is subject to the terms, conditions and exclusions of the policy and the Limits of Indemnity.

We trust this clarifies your situation, however, if you have any further queries, please do not hesitate to contact us.

Kind regards

Clear Councils Enquiries