

CODDENHAM PARISH COUNCIL

Agenda Paper



Thursday 17th January 2019

Report to Council

Item 8. To **RECEIVE** the Clerks Report

Staff Time Study

The Clerk has recorded daily time spent on Council duties over a twelve week period from October to December 2018.

Wk.	1	2	3	4	5	6	7	8	9	10	11	12	Hrs/Week
Hrs	13	14.5	15.5	15.5	16	14.5	16	15.5	12.5	15	16.5	12.5	14.75

During this period the average weekly hours spent on Council business was 14.75. As per practice over the last 12 months, the Clerk has limited his billable hours to 13 hours per week, with the addition of added hours for training courses. Examples of duties carried out during this period included:

- Prepare agenda and reports for the next meeting and emailing to councillors
- Posting agendas and papers with minutes of previous meeting on website
- Update various web pages as required
- Posting agendas on Village Notice Boards
- Attendance at Council, Committee and Working Group meetings
- Prepare minutes and email to councillors for corrections or omissions
- Action letters and/or emails from meetings decisions and arranging for contractors, etc to attend.
- Prepare quarterly accounts report
- Prepare quarterly VAT return and arranging payment/refund
- Prepare and submit EPS & FPS payroll returns
- Action staff salary payments
- Action all payments and receipts, update accounts
- Managing staff and resources
- Dealing with enquiries from parishioners, etc.
- Dealing with banking and utilities issues, including meter readings
- Maintaining council services, laptops printers and telephones.
- Draft budget for finance group including recommendations on Reserves & Contingencies, General reserves, bank reconciliations, precept etc.

Other Matters

The replacement clothing bank for the car park will be delivered in February. The Clerk has arranged that monthly reports of the value of donations to both the East Anglian Air Ambulance and the Salvation Army will be provided. Initially, a weekly collection will be arranged until the agent has a clear understanding of the level of usage, following which collection timetable will be adjusted to meet the demand. Any occasional overflow problems should be resolved within two days of reporting.

Fresh Air Fitness will attend to the adjustments required on the outdoor gymnasium on the 18th January. A grant of £400 has been received from Cllr Passmore's Locality Fund to facilitate the refurbishment of the recreation ground signs.

The footbridge across the watercourse at Lower Road had been repaired.

Peter Whitehouse

Parish Clerk