

AGENDA DOCUMENTATION – JULY 2022 FULL COUNCIL

AGENDA ITEM 13 – TO REVIEW AND AGREE THE CLERK’S PRIORITIES

13.1. To agree a list of works in priority order

It came to light at the ASM that some Members felt frustration at the progress of the PC. Due to the part-time hours of the Clerk a useful tool would be for Councillors to evaluate and prioritise the current project workload in order to allow the Clerk sufficient time to get individual items finished.

Current outstanding items are:

ITEM	NOTES	PRIORITY NUMBER
Clock Service	Still chasing for 3 quotes	
Car park re-surface	Still chasing for 3 quotes	
Refurbishment of notice board	Still chasing for 3 quotes	
Full analysis of traffic survey	Liaise with ESCC	
Investigate roundels		
Investigate Speed Indication Devices		
SLR minutes		
Asset register check results		
Any further asset quotes		
Bike hoops		
BT poles on Parish Council land		
3 insurance quotes		
Emergency Plan		
Strategic Plan		
De-fib training		
Land registry documents for The Green		
Picnic benches at Bodle Street Green		
Walking & Cycling route map		
Grievance policy		
Data protection policy		
Car charging update		
Time capsule		
Plaque for new sapling		
Plaque for previous Chairman		

13.2. To review and agree any extra Clerk hours allocated to the above list

All of the above items I am struggling to find time to do after completing my weekly workload.

I complete a detailed timesheet on a weekly basis which the Chairman of F&GP checks monthly before my extra voluntary overtime hours are submitted to payroll (currently 2.5 hours a week which have been budgeted for). I am confident the order to which I am working is correct.

The PC will need to consider how active they would like to be. As Clerk I can work my way through this list but it will take considerable time and Councillors will need to be patient.

Clerk recommendation:

My recommendation would be the PC allow a maximum of 2 extra hours a week for the Clerk to work ONLY on the project list above in the priority order agreed for a trial period of two months. If the council do not feel the electorate is getting value for money and the projects are not moving at the speed expected then the council can stop the trial.

If the PC agree to the trial then Reserves would have to be used to fund the Clerk time which would be approximately £130 per month.