# 

# **Clerk Report April 2025**

### **New Clerk in position**

New Clerk started in position on 1st April and is working flexible hours. The bulk of her hours will be worked between Monday – Wednesday (due to childcare) with adhoc hours (as needed) the rest of the week. Payroll has been instructed to add her as a new starter and additional hours worked during handover in March have been submitted.

### **Outgoing Clerk**

### NB reports that the final payroll has been run but the final LGPS pension return has not been completed due to access issues. Cllr Bayley has been included in communications regarding this and we are awaiting further guidance from LGPS to register NB as a leaver.

### **Q 4 RFO Finance Report**

NB completed a Q3 and part Q4 finance report 06/03/25 to reflect the financial position at the end of Feb 25. Due to the new clerk starting on 01/04, a full Q4 report to reflect the financial position at 31/03 will be ready for the May meeting.

### **Asset Improvement**

NB reports that at present NMPC are waiting for permission from DBC regarding the installation of new benches but due to lack of resources at DBC this is unlikely to be resolved quickly

### **Increased Charges**

Pay Bureau who manage our payroll have advised that there will be a 5% increase in their charges from April 2025. There has also been an increase in the garage rent from £17.16 to £19.68 per week .

### **Interest Earning Account**

One of our fixed term interest earning accounts with Lloyds expired on 14/04 and the funds have been transferred into the Lloyds current account. NB recommended allowing this to happen so all costs could be paid in lieu of receiving our precept payment from DBC. This will be an agenda item in May.

### **Coffee with a PCSO**

The outreach officer for Jonathon Ash-Edwards (Police & Crime Commissioner for Herts) has been in contact to arrange a date: 09/06. They advise that Jonathan is keen to attend one of our meetings to discuss issues raised, as well as to get to know the parish and its council.

### **Bunkers Lane Parish Sign**

NB reports that an insurance claimed has been made for this which may affect our renewal quote in May. This will be an agenda item in the May meeting.

### **Bunkers Park Signage**

NB reports that the SANG officer is considering whether the NMPC logo can be added to the new Bunkers Park signage

### **Playpark**

### Bunkers playing field is now closed and the gates have been chained up. It has been removed from the asset register which has been brought for review at this meeting.

### **New Play Area**

NB reports that DBC have refused the suggested site for a new play area. Rob Cassidy (DBC) has said, *‘A realistic budget to build a new play area which would be a NEAP(Neighbourhood equipped area of play) would be at least £150,000. There is no current funding for this from a DBC perspective.’*

### **Road Safety Signs for Nash Mills CofE Primary School**

### Headteacher advised that management of additional road safety signs is unfeasible due to previous signs being stolen. He has asked the PTA to consider any other ideas that may work. Awaiting response.

### **War memorial and Gardens**

No update to report.

### **Defib/Bleed Kit/Library Box**

Defib is currently out of use, due to the ‘red cross’ error symbol showing and has been collected for repair.

### **Clerk/ Cllr training/CPD/attendance**

As previously approved by Council, the Clerk is booked onto training with Steve Parkinson via HPTC:

* 17/06: Basic Finance training for new Clerks with Steve Parkinson £35
* 15/07: VAT Training  with Steve Parkinson £35
* 22/07: Budgeting training with Steve Parkinson £35

### **Further Action List Updates (carried forward from last clerks report)**

* See separate business planning excel sheet [business planning WG.xlsx](https://nashmillspc.sharepoint.com/:x:/r/sites/Business-Planning-Working-Group2/Shared%20Documents/business%20planning%20WG.xlsx?d=w0699ecd0e74a460e9560e60438e443aa&csf=1&web=1&e=GN61Dz&nav=MTVfezQ1NEQ1NEU2LTA2RTEtN0E0Mi1BRjJCLTcwRDZBOTE5NTY1MH0)
* Magazine advertising - diary note created for July 2025 to review pricing ready for 2026/27

### **Correspondence received (please note that this will not include all items dealt with by the clerk)**

* Cllr Cobb received a message on FB querying what was happening to the play park equipment and bins. It was explained that removal of old equipment would be at a cost to the Parish Council and due to the age of the equipment wasn’t a viable option.

Thankyou all for such a warm welcome to the NMPC team. Please do not hesitate to contact me if you have any queries or information that you think might be helpful to me as I acclimatise into the role.

***Kimberley Moore 06/04/2025***