

Clerk's Report for Burley Parish Council Meeting

Wednesday 10th May 2023

Declarations and Expenses

All members must sign and have witnessed their Declaration of Acceptance of Office prior to talking their seat at council. This can be done immediately before the meeting. All members must also complete and submit their Declaration Pecuniary Interest and their Election Expense return within 28 days.

Matters arising

Website

The new website is due to go live this month.– see <https://burley.pcwpreview.co.uk/>

Email

As part of the switch to the new website provider we will also migrate email accounts. The new provider has agreed to transfer all historical emails. However, this is good time to delete obsolete emails. Remember, every email could be the subject of a Freedom of Information request, so the fewer the better. The GDPR regulations also require you to delete emails that contain protected information when it is no longer necessary to retain it.

Memorial Bench

The bench refurbishment and plaque have been paid for and the plaque obtained. Jon Vincent has identified a contractor to perform the work and a fee agreed.

Coronation Memorial

I notice that, for the late Queen's coronation, the notice board out side The Burley Inn was installed. I wonder if members would like to install something permanent (perhaps as well as a tree) to mark the coronation of Charles III There is still money in the budget.

Finance

Payments List (Agenda Item 13A)

New payments occurring since the last report, and payments to be made/approved:

Payee	Description	Cost Centre	Cost Code	Type	Net	Vat	Gross	Pwr	Approved Contract Delegated	Status
Burley WI	Hall hire	Admin	Hall hire	BnkL	24.00	0.00	24.00	4	Contract	
Microsoft	MS365	Admin	Software	DC	4.50	0.90	5.40	4	Contract	
T Brindley	Salary	Salary	Salaries	BnkL	0.00	0.00	0.00	5	Contract	
T Brindley	Expenses	Admin	Clerk x's	BnkL	0.00	0.00	0.00	5	Contract	
Burley Good N.	Grant	Grant	Grant	BnkL	50.00	0.00	50.00	6	Delegated	Paid
Lebara	Wi-Fi	Admin	Software	DC	6.67	3.33	10.00	5	Contract	Paid
Lebara	Wi-Fi	Admin	Software	DC	3.33	1.67	5.00	5	Contract	Paid
James Bates	Lengthsman	Repairs	Lengthsman	BnkL	285.63	15.12	300.75	2	Contract	Paid
Kimcell	Web hosting	Admin	Web hosting	BnkL	60.00	12.00	72.00	7	Contract	Paid
Engraving studios	Plaque	Project	Bench	DC	15.75	3.15	18.90	2	Approved	Paid
Burley Parish Hall	Hall hire	Admin	Hall hire	BnkL	65.00	0.00	65.00	4	Approved	Paid
NALC	Climate change conf.	Greening	Greening	DC	32.85	6.52	39.37	4	Delegated	Paid
Total					547.73	42.69	590.42			

Grants	Description	Cost Centre	Cost Code	Type	Net	Vat	Gross	Pwr	Approved Contract Delegated
Victim Support	Budgeted grant	Grant	Grant	DC	100	0.00	100	6	Approval
NF Disability	Budgeted grant	Grant	Grant	DC	50	0.00	50	6	Approval
R&B band	Budgeted grant	Grant	Grant	DC	75	0.00	75	6	Approval
Burley charities	Budgeted grant	Grant	Grant	DC	400	0.00	400	6	Approval
CAB	Budgeted grant	Grant	Grant	DC	150	0.00	150	6	Approval
First responders	Budgeted grant	Grant	Grant	DC	100	0.00	100	6	Approval
Total					875	0.0	875		

Method: DC (Debit card) IB (Internet banking) DD (Direct Debit) Bnkl (Bankline) **Powers:** 1 Grass cutting: Open Spaces Act 1906 s.10, 2 Play area/Glebe land: LG (Misc Provisions) Act 1976 s.19, 3 HALC membership: LGA 1972 s.143, 4 Audit, Insurance, Training: LGA 1972 s.111, 5 Salary/expenses: LGA 1972 s.112(2), 6 Other, Localism Act 2011, 7 Information: LGA 1972 s1142 8 War Memorials Local Government Act 1948, s.133.

Account Reconciliation (Agenda Item 13b)

Balance of accounts 30th April 2023 (Checked by Cllr Egerton).

War memorial 30/04/2023	1,372.31
Deposit 30/04/2023	18,447.12
Current 30/04/2023	11,132.10
Total 30/04/2023	30,951.53
Uncleared payments	819.75
Uncleared receipts	00.00
Adjusted	30,116.78

Financial Report (Agenda Item 13C.1)

See attached report (generated from the accounts system) .

Budget Forecast and Adjustment (Agenda Item 13C.2)

The budget was set in December 2022, five months ago. At the time, the income from HCC for the Lengthsman was unknown and other income (grants) were not allowed for. Council may wish to consider a budget update to include the income streams and also to consider any additional projects for this financial year. Without an up-to-date budget, budget reports have little value.

A suggest budget revision is annexed.

Bankline and banking signatories (Agenda Item 13d)

The Nat West Bankline system continues to give problems. On several occasions payments have ‘disappeared’ before a second approval. The system frequently requires revalidation of templates which cannot be done in the latest version and requires rolling back to “Old Bankline” an earlier software release.

I fear the new clerk will struggle, and not through lack of skill. There are, as I see it, two options:

1. Switch back to the Internet banking system used for many years which required only one signatory to make payments.
2. Switch to another bank. Unity Bank is very well thought of and actually understands councils. Highcliffe and Walkford use Unity Bank so I have personal experience.

Banking signatories

Whichever payment system is chosen I recommend additional banking signatories. The current mandate is:

Name	Cheque	Telephone	Internet	Bankline
T Brindley	YES	YES	YES	YES
P Daubeney	YES	NO	NO	YES (not used)
P Egerton	YES	YES	YES	YES

R Clarke	YES	NO	NO	
J Cook	NO	NO	NO	
K Hedge	NO	NO	NO	
J Vincent	NO	NO	NO	

Clerk Recruitment

The deadline for applications was extended to 31st May. Of the five enquiries one has progressed to a full application, and one is pending. I recommend that an interview is held, (which could be prior to the cut-off) so that a decision can be made at the June meeting.

I could complete handover by end of June. Whoever comes in will need training on the systems I have put in place including the accounts and banking systems and the MS365 electronic filing and backup system.

Tom Brindley

5th May 2023

