

Naunton Parish Council

Clerk's Report for

Monday 15th May 2023 to Wednesday 26th July 2023

(Points numbered according to the minutes of the last meeting.)

7) Minutes

Clerk posted the minutes of the previous meeting (March 2023) to the website and sent the minutes to the village distribution list.

9) Planning applications

Clerk posted 'no objections' to application 23/0627/FUL.

Between meetings, clerk circulated requests for comments for 23/02185/TCONR, 23/01950/TCONR, 23/0'896/FUL, 23/01654/FUL but was only able to post comments on two of these due to vacancies on the council.

10) Internal audit

10, Internal audit 2022/23 – comments to consider at item 8 of the July agenda

Clerk provided 18 documents by email and others in person to the internal auditor as requested.

The auditor has recommended:

- a) When new code of conduct is available, Councillors should review Code.
- b) Review Risk Management policy annually.
- c) Confirm PWLB standing orders annually.
- d) One Councillor to carry out internal controls every year.
- e) Reconsider banking arrangements as interests are now higher.
- f) New format for budgeting as format does not currently show how the precept is arrived at.
- g) Ensure the 'Reserve' is between 3- and 12-months routine expenditure. @£1000 p month.
- h) Council to review budget v actual more frequently than at budget setting time.
- i) Council to review receipts and payments statement before approving the Annual Financial Statement.
- j) Dates for the period of exercise of public rights are reported and minuted.
- k) Ensure website accessibility policy is linked from the home page (not/as well as the policies page).
- l) Council to confirm that the Internal Auditor is competent and independent of Council when appointing it.
- m) Ensure all Registers of Interests are available. Registers with signatures redacted to be published on the council's own website rather than linked to the page on the CDC website. (contrary to previous advice from GAPTC)

11 – 17 Audit documents

Clerk posted audit documents to the website.

19) Finances

Clerk invoiced and issued receipts for recreation field hire by Mr & Mrs Glenready and for Iona Anderson.

Clerk issued 6 cheques and posted them, as agreed at the May meeting.

Other

Clerk handled correspondence regarding public notices at Aylworth House re: public right of way.

Clerk circulated CNLB document 'Climate Action'.

Clerk circulated list of road closures due to ash die back tree removal works. Nd Extension to current road works between Harford Bridge and the Water Pumping Station.

Clerk ordered dog waste bags.

Clerk circulated expense forms among 'returning councillors and forwarded completed documents to CDC Election services. Clerk forward Register of Interest forms to CDC Democratic Services.

Website and emails

The current website provider has stopped supporting the current website software., though it is still available and the website is, as yet, not affected. Clerk contacted two website services providers recommended by other PCs, including 2Commune and Parish Online.

Parish Online provides a standard template which can be amended and the service is priced on a subscription basis. There are no set up fees although Parish Online will transfer information from the current website to the new format. Pricing appx £400 p.a. Last year NPC paid £175.84 to cover website hosting, software and domain name registration.

The [2Commune](#) website describes the features. Pricing is £500 set up costs in Year 1. (plus VAT) reducing to £250 p.a. from year 2 onwards. Domain name registration is extra at £200 + VAT set up, reducing to £150 every 2years. and domain name registration. Email accounts are £35 per name per year. I.e.

Yr 1 £500

Yr 1 Domain name reg £200

Yr 2 £250

Yr 2 £75

Plus Councillor and clerk emails addresses @335 each = £175 p.a.

Both recommend that Councillors do not use their personal email addresses, and that the council adopts a gov.uk domain and sets up councillor email addresses under that domain.