



CLERK'S REPORT

To be read in conjunction with the [Agenda](#)

BUSINESS TO BE TRANSACTED

Number	Item	Time
1.	<p>Election of Chair for 2022/23</p> <p>The first business to be transacted at the Annual Parish Council Meeting must be the election of the Chair for the forthcoming year (Local Government Act 1972, s.15(1) & (2)).</p> <p>Nominations for the position of Chair will be made at the Meeting.</p> <p>The out-going Chair must preside at the beginning of the meeting, until this initial business is concluded (LGA 1972, s.15(4)). The presiding Chair is permitted to vote – including for themselves if they are standing for re-election – and has a casting vote (LGA 1972, s.15(3)).</p> <p>Following the election, to comply with The Local Government Act 1972(83)(4), the elected Chair will be required to complete the Declaration of Acceptance of Office as prescribed under the Local Elections (Declaration of Acceptance of Office) Order 2012, SI 2012/1465.</p>	3 mins
2.	<p>Election of Vice Chair for 2022/23</p> <p>In accordance with Local Government Act 1972, s.15(6), a Parish Council <i>can</i> appoint one of its elected Members as a Vice Chair; however, there is no legal requirement for a Council to have a Vice Chair. If the Chair is unable to attend a meeting, the Vice Chair automatically presides if present.</p> <p>In accordance with Standing Orders 2(e), Plaistow and Ifold Parish Council <u>shall elect</u> a Vice Chair at its Annual Parish Council Meeting immediately after electing a Chair.</p> <p>Nominations for the position of Vice Chair will be made at the Meeting.</p> <p>It is not necessary for the Vice Chair to execute a Declaration of Acceptance of Office in relation to their specific role as Vice Chair (on a prescribed form); however, they can (Local Government Act 1972, s.83(4)) and it is good practice for them to do so.</p>	3 mins
3.	<p>Public Forum</p> <p>Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of</p>	10 mins

business. Public participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes. Business of the meeting will start immediately following the public forum, or at 19:50pm whichever is the earlier.

The Substantia Group, who are representing [Foxbridge](#), have indicated their intention to attend the meeting to address Members regarding the Public Consultation in relation to the proposals for the site. The Council's Planning Committee shall consider any future planning application submitted in its ordinary course of business and the Council will not express a view/position at this meeting.

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| 4. | Apologies for absence & housekeeping
Cllr. Phil Colmer submitted apologies at a previous Council Meeting. Any further apologies and reasons for absence to be given to the Clerk. | 1 min |
| 5. | Disclosure of Interests
None received in advance at the time of drafting this report. | 2 mins |

Members are advised to consider the Agenda and determine, in advance, if they have (or may have) a Personal, Disclosable Pecuniary or Other Registrable Interest in any of the Agenda items. If a Member decides that they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the Agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted. If the interest is a Disclosable Pecuniary Interest, Members are reminded that they are prohibited from taking part in the discussions of the item, or participate in any voting, and must withdraw from the meeting, unless they have received a dispensation from the Proper Officer (Clerk) pursuant to [Part III, Code of Conduct](#) and [Standing Order \(7\)](#). Where a Member has an Other Registrable Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting after making representations or asking questions.

It is important that all Members' Register of Interest forms are kept up to date and are accurate. Therefore, it is good practice to undertake a formal annual review. Any changes in interests should be reported to the Clerk as soon as possible.

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| 8. | Financial Matters
1. <u>Order for Payments</u>
Financial Report for April – May (up to 13.05.2022). Includes income and expenditure since the April 2022 meeting on 11.04.2022. | 6 mins |
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The first tranche of Parish Council grant payments, which were considered and awarded by the Finance Committee at its meeting on 07.04.2022 ([F/21/013](#)) have been made.

2. [Internal Audit Report](#)

Audit completed on 26th April. The Report has been uploaded to the Parish Council's website ([here](#)). Members will note that no additional comments have been made by the Internal Auditor, in his final report, which had not been previously raised in the [Interim Audit](#) on 9th March 2022. The Council resolved to action these recommendations at its April meeting ([C/22/043\(3\)](#)).

The Council is in the process of obtaining a Debit Card with its bank. In relation to the recommended accounting system training for the Clerk, please refer to Agenda item 8(4) below.

3. [Insurance arrangements for 2022/23](#)

The Renewal Invitation and Policy Summary have been circulated to Members via email.

The Council's insurance policy is due for renewal and Gallaghers have provided their recommended renewal quote for the Council from Hiscox Insurance Company Limited for the period from the 1st June 2022 to the 31st May 2023.

The premium (including IPT and all fees) for the year is £1,869.09. The Council provisionally budgeted £1,435.00 for its 2022/23 insurance. Gallaghers recommendations are based on the Council's requirements, which are outlined in its up-to-date Asset Register (on file) and disclosed by the Clerk in recent renewal discussions.

To ensure rate stability, the Council may choose to set up a three-year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £1,869.09*. This means the Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire 3 years from the original inception date.

**subject to:*

- changes to the material facts concerning the policy.*
- increase/decreased to sums insured for assets covered*
- annual inflationary increase (index linking) applied to the sums insured for the assets.*
- imposition by the Government of a higher rate of Insurance Premium Tax (IPT).*

4. Rialtas Business Solutions (RBS) contract

The Internal Auditor recommended that the Clerk attend training on the Council's accounting package, RBS. This was agreed by the Council at its April meeting.

RBS offer 'free' online tutorials for Councils who have a live 3-year contract. Currently, the Council has a rolling contract, rather than a fixed term contract. Clause 1 of the RBS T&Cs (circulated to Members via email on 27.04.2022) outlines the Council's current situation i.e., *"after year 3 the contract will automatically renew annually, unless cancelled in writing..."*

RBS is a nationally recognised/accredited (NALC/SLCC/WSALC) Parish/Town Council accounting package, and the Council has used them for some years (more than 3). It is therefore unlikely that the Council will seek an alternative provider's service in the next three years.

The annual cost* of the fixed term contract is £179 per annum (ex VAT). In 2022/23 the Council budgeted £275 for its RBS package.

The 2021-22 annual fee was £172 + VAT = £206.40

The 2022-23 fee will be £179 + VAT = £214.80

**Clause 2 of the Ts&Cs states: Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3-year minimum contract term.*

The Council may choose to enter a 3-year fixed contract with RBS to take advantage of its training options, to limit the need for, or length of time of tailored training.

5. Pond tree survey

Members will note the results of the Tree Condition Report for the pond area in Plaistow. Please see the Table of Results on page 6 of the Report and the 'action required'. The Clerk has requested a quote for the works to be considered by Members at the meeting and will circulate this once received.

9. **Decisions made by delegated power since 11th April 2022 for ratification**

2 mins

The Pavilion will host multiple large-scale public events in 2022/23 and in the future. Its electrical system must be able to safely (and reliably)

support PA systems / live music / fridges / kettles etc all being used simultaneously during an event. The Queen's Platinum Jubilee Working Group made enquiries with the Clerk to ensure that the Pavilion's electrical system can support such demands.

The electrician instructed to undertake the updating electrical works at the Pavilion (as approved by the Finance Committee [F/21/017](#), 07.04.2022) advised that users must not double up too many appliances on the sockets and suggested that he fit an extra socket on its own fuse/circuit in the Fuse Board area to provide more power for future events. This would be at an extra cost of £90, parts and labour.

The electrician was booked to undertake the works 1-week prior to the Maypole Fete. Therefore, the Clerk approved the installation of an additional socket under the [Scheme of Delegation](#):

- 3.1.4 To be accountable for the effective management of all of the Council's resources.
- 3.1.6 To act as a general manager in respect of all of the Council's services, projects and initiatives.
- 3.1.17 Manage the provision of Council services, buildings, land and resources

10. **Queen's Platinum Jubilee (QPJ)**

2 mins

The current budget position is:

Budget	£5,250.00
Expenditure	£3,913.48 (to date)
Left	£1,336.52

11. **Appointment of Committees**

10 mins

The Council shall appoint Members / Co-Opt non-elected Members to the following Committees and appoint the Committee Chairs and resolve upon the frequency of Committee meetings.

- Planning & Open Spaces (maximum 8 Members)
 - The Council's Standing Orders state that the Chair and Vice-Chair are ex officio Members. The Committee meets at least every three weeks
- Winter & Emergency Plan (maximum of 8 Members)
 - The Council's Standing Orders state that the Chair and Vice-Chair are ex officio Members. The Committee meets biannually in March and September.
- Finance Committee (maximum of 6 Members)
 - The Council' Standing Orders need updating to include the Finance Committee, which was previously a Working Group (until 23.06.2021). See Agenda item 15 below. It is recommended that the Chair is an ex officio Member.

The Council's Standing Orders prevent the Chair or Vice Chair chairing any other Committee or Sub Committee, except for the Finance and Planning Committee's.

12. **Appointment of Working Groups** 10 mins
- The Council shall appoint Members / Co-Opt non-elected Members to the following permanent Working Groups and appoint Working Group Chairs / resolve upon the frequency of meetings, where applicable.
- HR Working Group
 - Playpark Working Group
 - Newsletter Working Group
13. **Appointment of Members / Co-Opt non-elected Members to roles of responsibility:** 10 mins
- The current incumbents are in brackets below: -
- Tree Warden (David Lugton, Co-Opted Member of Planning Committee)
 - Footpaths & PRowS (Cllr. Doug Brown)
 - Plaistow Village Trust (Cllr. Nicholas Taylor)
 - Durfold Wood Residence Association (Formerly Cllr. Ribbens – position vacant)
 - Ifold Estates Limited (Jon Pearce, Co-Opted Member of Planning Committee)
 - Winterton Hall Management Committee (Cllr. Colmer)
 - Kelsey Hall Management Committee (Cllr. Colmer)
 - Highways Lead (Cllr. Capsey)
 - Community seating (Cllr. Capsey)
 - Community Speed Watch (Cllr. Doug Brown)
 - Neighbourhood Watch / Police Liaison (Mrs Mudford)
 - CDALC (Cllr. Nicholas Taylor)
 - CDC Northeast Parishes (ad hoc appointment as meetings arise).
 - WSCC Local Committee (ad hoc appointment as meetings arise).
14. **Administrative Subscriptions** 2 mins
- Zoom & Secured Signing are used frequently and relied upon by the Council. It is therefore recommended that the subscriptions continue. The annual costs have been factored into the 2022/23 administration budget.
15. **Standing Orders, Financial Regulations, Code of Conduct & Scheme of Delegation** 3 mins
- It is best practice to adopt the NALC model policies, especially the Standing Orders. This ensures that the Council adheres to the most up-to-date legal framework. The updated Standing Orders have made

changes to section 18 regarding Financial Controls and Procurement (section 30 in the Council's current SO). The Clerk will update the new NALC model with those matters which are specific to Plaistow and Ifold e.g., signing documents via Secured Signing and the frequency of Council meetings etc.

- a. Financial Regulations
- b. Code of Conduct
- c. Scheme of Delegation

These documents have not been updated/amended since they were last adopted by the Council in 2021 and they remain fit for purpose.

16. **Policies** 3 mins

To approve the following [policies](#):

The Council adopts the standard model policies of NALC / WSALC

1. Media & Communications Policy – published on the Council's website. No changes made; remains up to date.
2. Co-Option Policy – published on the Council's website. No changes made; remains up to date.
3. Grant Award Policy – as amended and circulated to Members via email on 27th April.
4. Complaints Procedure – published on the Council's website. No changes made; remains up to date.
5. Publication Scheme – published on the Council's website. No changes made; remains up to date.
6. Playground Inspection & Maintenance Policy – recommended by the Playpark Working Group.
7. Working Group Policy & Terms of Reference – currently in use by the Council for its Working Groups. No changes made; remains up to date.
8. To agree to retire the Covid-19 Risk Assessment and suite of LCAV Scheme Policies
These documents are no longer required / used.

17. **Chairman's Announcements** 2 mins

The Chair may wish to say a few words in relation to David Ribbens retirement.

18. **Correspondence** 1 min

None received with has not been discussed under a separate agenda heading.

19. **Clerk's update & items for inclusion on a future agenda** 3 mins

1. Speed Survey in Plaistow
Conducted between 6th – 13th May 2022. Results pending.

2. Councillor Training
Rescheduled to 21st September 2022, Kelsey Hall, Ifold. Time TBC
3. Councillor Vacancies
Two. Parish electors have not requested an election; therefore, these vacancies can now be filled directly by the Parish Council via Co-Option. The closing date for applications is 1st July and the Council will consider any applications at its July meeting. Posters have been added to Notice Boards, the two shops, Parish News, Facebook, and website.
4. Winterton Hall Trust Legal Advice
Pending. To be received before 8th June. The Council can consider its position at the June meeting, in advance of the WH'C's AGM on 21st June.
5. E-Newsletter
Published / circulated on 12th May 2022.
6. Ukrainian Support
Only one MOP expressly contacted the Clerk to say that they had registered to host a family, further to posting the Facebook information.
7. .gov.uk domain & emails
The Parish Council's website domain has now been changed to <https://www.plaistowandifold-pc.gov.uk>. The .org.uk domain will continue for another 1-year and auto redirect traffic to the .gov.uk site until the internet algorithms update. Everyone's emails will also be changed. The Clerk's will be done mid-June (outside of working hours/meetings/deadlines), followed by the Chair/Vice-Chair and then other Members to follow. The Clerk will let everyone know when this will happen. Members will have no access to their emails for a few hours and then must update their password again. Support will be given by the Clerk (via TEEC) and Cllr. Glavin.
8. CiLCA
The Clerk's certificate has been officially issued and shared with the Chair.

20. **Date of next meetings**

1 min

- 7th June, Planning & Open Spaces Committee Meeting, 7:30pm – Winterton Hall, Plaistow
- 8th June, Full Parish Council Meeting, 7:30pm – Winterton Hall, Plaistow