

## Clerks Report 2 September 2020 Full Council

### Office

Clerk is on leave w/c 14<sup>th</sup> September 2020 and will return to work 22<sup>nd</sup> September 2020. The Deputy Clerk will be largely working from home during Sept 2020 due to childcare commitments caused by the late re-opening of Uppingham Community College. The Clerk's Office shall be putting together a schedule of Town Hall Staffing based on these commitments.

The Clerk's Office has set up email groups for all Committees and is investigating options to move to an online booking system to replace the paper diary currently used.

The office has been notified that there is a requirement for all documents on the UTC website to be 'disability compliant' by 23 September 2020. The Clerk and Deputy Clerk will be looking at what needs to be done to meet this requirement.

The Community Fridge has been installed in the Town Hall, the Clerk's Office is to provide details of class times to Root and Branch Out once these have been established. The Clerk's Office shall also provide Root and Branch Out with a key to the hall.

### Town Hall

The Town Hall is scheduled to re-open to classes from 1<sup>st</sup> September 2020. Hall users have been contacted by the Temporary Project Officer with information relating to risk assessments and measures to be taken due to Covid-19. The Deputy Clerk is putting together a bookings schedule and updating the relevant websites. A press release regarding the re-opening of the Town Hall is due to be published.

The Clerk has been notified of some maintenance issues relating to the Town Hall and as such the go ahead has been given for repairs to the plumbing to the mens toilets, the guttering and a replacement window glass unit in the kitchen. Weed control is being undertaken by the Premises Officers. The lock to the men's toilets has been replaced as part of social distancing measures.

As previously reports, the trees formerly situated outside the Town Hall have died, this still needs to be addressed once the Town Hall re-opens.

Waste – it has been reported not all green waste is being collected so the Clerk is looking into this.

It is apparent that no fire inspection has been undertaken at the Town Hall in recent years and the Clerk shall look to arrange an appointment for this to be done.

### Allotments

Allotments have been allocated and records brought up to date. The Clerk's office shall be issuing invoices in October to year end Sept 2021.

### Cemeteries

Dormans have reported that their records do not seem to match ours dating back many years. The Clerk shall schedule time to investigate where the anomalies are once the backlog of work reduces.

## Markets

Invoices have been posted out to traders to end August 2020.

A number of potential new traders have been in touch with Clerk regarding the possibility of holding a stall. The Clerk's Office shall look at space available.

## Finance

The Clerk has worked on bringing accounts up to date to end August 2020. A few bad debtors have been chased.

The AGAR was submitted before the deadline of 31 July but PKF Littlejohn have responded with a request for further information. UTC are subject to an intermediate audit as income for FY 19/20 was above the £200k threshold, entirely due to CIL/S106 receipts. The Clerk is working on supply of these documents, the deadline for this was 31 August 2020 but as the Clerk has been absent for an extended period of time this deadline has been extended to 11 Sept 2020.

Finances and Public Rights notice have been published on the UTC website

There have been 14 applicants for the Covid Grant. 11 of these have been paid a total of £2129. Another £600 is due to be paid once banking details are provided.

RCC have not yet submitted invoices for Q1 salaries so these have not yet been applied to the accounts. E.ON submitted exaggerated estimated bills for electricity and gas which were paid in June/July accounts. The Clerk expects this to equal out when actual meter readings are taken. The Clerk also notes that a payment to 'Wave' in June 2020 appears as 'Anglian Water' on the bank statements. Wave is trading name of Anglian Water.

The Clerk also notes that RCC submitted an invoice for the market place licence for £2820, which does not take into consideration the increase notified to UTC previously and which UTC resolved to pay.

## Tod's Piece

There remains an issue with Tod's Piece toilets due to a recurrent electrical issue. The Clerk's Office is looking to resolve this with the co-operation of staff from the Football Club.

The new younger children's play area opened in August with publicity arranged with the local press. We have had lots of positive comments about it from parents and children. The invoice for this has been received from Wicksteed Leisure Ltd and the Clerk will be submitting this to FCC Recycling to claim the grant awarded.

An inspection carried out in March 20 highlighted some necessary repairs to the play area and skate park, these repairs have been carried with a couple outstanding issues. The seat to the zip wire has disappeared and the equipment suppliers have been asked to carry out repairs to this.

## Staffing

NALC have advised UTC that payscales applicable to Council staff, including UTC staff, have been uplifted by 2.75%. RCC are aware of these changes, to be backdated to April 1 2020 and payable in September 2020.

The Clerk shall be scheduling in Staff appraisals once the work backlog has been cleared, likely to be November / December 2020. The Clerk shall look to arrange her own appraisal with the Chair of Staffing.

#### Projects

The Temporary Project Officer is looking at working on projects including the re-opening of the Town Hall, the market place toilets project going forward, updating workplace policies and advancement of the cellar refurbishment project.

The Clerk's office shall shortly be setting in motion appointments to install Christmas lights.

The Clerk's office shall be confirming with the Fatstock farmers whether their planned event shall be going ahead and arrangements to supply a Christmas tree.

The Social Sunday event has come to an end and progress reports have been regularly submitted to UTC. The office has received no complaints / reports of any issues and understand the event has been a success.

A new survey has been posted on UTC Survey Monkey relating to proposals for an Uppingham Retailers loyalty scheme.

#### Other

An Uppingham resident recently contacted the Clerks Office regarding planting a Ceanothus bush at the edge of Beast hill under the Church path wall., it was agreed with Chair of Amenities that a bush could be planted and the resident has done so after consultation with Uppingham in Bloom

Bloors have paid to retain their license to occupy the recreation land gifted to the Council until Feb 2021. The Clerk shall contact solicitors to discuss the implications of this.

