

Clerks Report

Committee	Agenda Item No:	Date of Council meeting	Issue	Log	Current Status - RAG 0-3 mths Green 3-6 mths Amber Over 6 mths Red Over 1 year Dark Red	Time Taken Months
Finance & Facilities	F19/007	19/02/2019	ARC Roof	<p>210920 20/105 RESOLVED: That additional funding for the ARC repairs of £5000.00 is approved.</p> <p>October 20: Heavy rainfall and leaks in toilets and hallway</p> <p>Dec 20: Survey of roof undertaken by David Lakin and report received</p>	Ongoing	
Finance & Facilities Town Council	F19/102	10/12/2019	NATC Strategy	<p>Recommendation 1: To be deferred to the next Municipal year 2020/21. Clerk to submit report to Committee</p> <p>140720 F20/027 Recommendation 2: £5000.00 Strategy development is referred to Town Council</p> <p>090920 F20/043 RESOLVED: To request £5000.00 funding for NATC Strategy and additional ARC repairs £11,000.00 from Town Council</p> <p>210920 20/105 RESOLVED: That the funding for the NATC Strategy development to the cost of £5000.00 is approved.</p> <p>The debate suggested that the Strategy is incorporated into the Design Statement consultation.</p>	Ongoing	
Town Council Finance & Facilities	18/160	16/10/2018	NATC are managing trustees of Stratton Bates Charity	<p>Charity Number 301895</p> <p>091020: Response from solicitor circulated to F&F Committee.</p> <p>131020 F20/063 Recommendation 1: That further enquiries are made in respect of the Charity with the Charity Commission.</p> <p>031120: Query sent to Charity Commission - It appears that the land was transferred from Town Trust to NATC absolute in 1959 so does this still remain a charity? Requested Articles of Charity from registration in 1962.</p> <p>021220: Response from solicitor is that it remains a charity and the land is not a council asset but held in the charity.</p>	Ongoing	
Rec & Env Finance & Facilities	R19/165	03/03/2020	Environment Statement	<p>240620 F&F will look at solar panel possibilities when roof is repaired and will seek a REGO certificate for all utilities when the contracts are renewed. Alternatives to gas being considered, but may not be economically feasible at this time.</p> <p>090620 To request from R&E if they are satisfied with a REGO certificate or do they wish NATC to utilise a green company such as Bulb.</p> <p>F and F advised to hold off on this item at present time</p>	Ongoing	

Finance & Facilities	F20/027	14/07/2020	Budget & Re-Forecast 20/21	<p>RESOLVED: That £1000.00 for additional computer, £2000.00 in respect of the path repairs at Arlebury park and £10,000 is budgeted towards the Car Parking strategy. The Benchmarking report to be renamed Town Improvements.</p> <p>Recommendation 1: The works in respect of plumbing and electrics to be referred to Town Council.</p> <p>Recommendation 2: £5000.00 Strategy development is referred to Town Council</p> <p>210920 20/108 RESOLVED: That the budget process for 2021/22 is approved.</p> <p>131020 F20/060 Recommendation 1: That all Committees prioritise their actions and update 5-year forecast at their next meeting.</p>	Completed	
Finance & Facilities	FI19/140	10/03/2020	New Alresford Bins	<p>The Clerk advised that together with WCC had conducted a review of the all the dog and dual bins in the town. The Clerk is working with WCC to finalise and agree the location, bin collections and invoices</p> <p>231220: Email sent to credit control WCC requesting definitive response to invoices</p>	Ongoing	
Finance & Facilities	F20/010	09/06/2020	Internal Auditor	<p>Recommendation 1: As the current contract is at an end that enquiries are made regarding a new Internal Auditor.</p> <p>Sept 20: To liaise with other councils and present options to December F&F</p> <p>Nov 20: Requested quotes from 3 internal auditors</p> <p>081220 F20/096 RESOLVED: To approve appointing Lightatouch as Internal Auditor, subject to references, for a price of £695 per annum.</p> <p>211220: Notified Tim and requested references and contract details</p> <p>221220: References requested from Alton and NWPC</p> <p>060121: Response received from Alton, contacted Whitchurch Council for reference.</p>	Completed	
Finance & Facilities	F20/012	09/06/2020	Ear Marked Reserves	<p>RESOLVED: That all Earmarked Reserve reports are updated and referred to Town Council for approval.</p>	Ongoing	
Finance & Facilities	F20/046	09/09/2020	Health and Safety Consultants	<p>Recommendation 1: That the Town Clerk meets with one of the Consultants with a view to progressing the H&S policy.</p> <p>290920: The consultants are too busy to take on NATC has referred us to an associate Carl Sievwright</p> <p>091020: TC and KD met with Carl at office and talked through the requirements of NATC - To be revisited in New year</p> <p>081220 F20/093 RESOLVED: To defer this item to January 2021 and defer £5000 to next years budget</p>	Ongoing	
Finance & Facilities	F20/047	09/09/2020	Internal Controls - Contractors	<p>That the controls in respect of contractors are enhanced and that specialist are recruited for specific projects. That experts are used for all projects to aid with the creation of the specifications. That all projects include payment breakdown.</p>	Ongoing	

Finance & Facilities	F20/050 iii	09/09/2020	ARC Flooding	<p>191020: Alton Pumps cleared the drains there were blockages - Request inspection chambers are kept clear. Diagram left for consideration recommend trench in front of building and surface flows away from front door.</p> <p>241020: Further flooding and further sandbags ordered, from now on to obtain proper sand sandbags</p> <p>101120: Further review required of the 2 x soak aways - Are they connected?</p> <p>Jan 21: The Soakaways are not connected</p>	Ongoing	
Finance & Facilities	F20/050 iv	09/09/2020	Other improvements	<p>There were several other areas discussed mainly the look of Arlebury Park, the bin area needs improvement, the carpark entrance, surface, the gates, the path surface etc.</p> <p>Recommendation 1: That this is placed on the next agenda</p>	Ongoing	
Finance & Facilities Town Council	F20/101	16/12/2020	Budget and precept 2021/22	<p>RESOLVED: That the forecast expenditure for drains in 20/21 is reduced by £3,000 to £15,000, and that £35,000 of the ARC improvement budget is moved back to 22/23.</p> <p>221220 20/170 RESOLVED: That the December reforecast and a budget of £493,610 for financial year 2021/22 is approved</p> <p>221220 20/171 RESOLVED: That the precept amount £320,645 is approved for financial year 2021/22 is approved</p>	Completed	
Finance & Facilities Town Council	F20/069	13/10/2020	External Auditors	<p>131020 Recommendation 1: That the response to External Auditors re 2017/18 and 2018/19 accounts is referred to Town Council for approval.</p> <p>271020 20/138 RESOLVED: That the response to the external auditor PKF Littlejohn in respect of 2017/18 and 2018/19 accounts is approved.</p> <p>070121: Outstanding query request from PKF re 2017/18 accounts, TC, DC and KD to compile response</p>	Ongoing	