

## Clerks Report

Committee	Agenda Item No:	Date of Council meeting	Issue	Log	Current Status - RAG 0-3 mths <b>Green</b> 3-6 mths <b>Amber</b> Over 6 mths <b>Red</b> Over 1 year <b>Dark Red</b>	Time Taken Months
Rec & Env	180204	27/02/2018	Skateramp Refurbishment	<p><b>4 Nov</b> - Work undertaken -awaiting on price on reinstalling benches</p> <p><b>Feb 21:</b> Quote accepted for £280 to weld legs onto benches</p> <p><b>March 21: Benches reinstalled</b></p> <p><b>070421 R20/126 RESOLVED:</b> To approve £280 expenditure repairing the skatepark benches</p>	Ongoing	
Town Council	18/038	15/05/2018	ARC Bar Lease	<p><b>Aug 19:</b> Contacted Alex - Gas is not mentioned in the services. Alex stated this is an error and can be amended.</p> <p><b>Jan 20:</b> Teething issues regarding the fine detail. Emailed Alex for clarification.</p> <p><b>October 20: From alex reduction in rent will have no impact on lease. Can issue formal letter if required.</b></p>	Partially Complete Schedule of dilipdations to be finalised	
Town Council Finance & Facilities	18/160	16/10/2018	NATC are managing trustees of Stratton Bates Charity	<p>Charity Number 301895</p> <p><b>131020 F20/063 Recommendation 1:</b> That further enquiries are made in respect of the Charity with the Charity Commission.</p> <p><b>031120:</b> Query sent to Charity Commission - It appears that the land was transferred from Town Trust to NATC absolute in 1959 so does this still reman a charity? Requested Articles of Charity from registration in 1962.</p> <p><b>021220: Response from solicitor is that it remains a charity and the land is not a council asset but held in the charity.</b></p>	Ongoing	
Town Council	19/013	22/01/2019	Clrs attendance record to be on website - Referred to next meeting	<p>Councillors Report includes Attendance/Non-Attendance, projects, training etc is to be displayed on the website.</p> <p><b>260219 - 19/041 :</b> Record will be created and up loaded on to website</p> <p><b>October 2019:</b> Commenced designing template</p> <p><b>October 2020:</b> Ready to upload but subject to Accessibility regs</p>	Ongoing	
Rec & Env	R19/012	29/01/2019	Stratton Bates Car Park	<p><b>Dec 20:</b> Removeable bollard installed at car park</p> <p><b>Jan 21:</b> Cones ordered and plan for cones sent to Hampshire County Council</p> <p><b>Feb 21: Plan for cones approved by Hampshire County Council</b></p>	Ongoing	
Rec & Env	R19/015	29/01/2019	New Allotments	<p><b>R20/069: RESOLVED</b> To approve quote for £630 from CC Ecology</p> <p><b>060121-</b> Survey undertaken on site. Awaiting report</p> <p><b>0221:</b> Ecology report received</p> <p><b>250321:</b> AS met with land agent to confirm area for draft lease</p> <p><b>070421 R20/131 RESOLVED:</b> Accept quote from CC Ecology for £720 for reptile survey</p>	Ongoing	
Town Council Planning	19/104 19/115	09/07/2019	Parking strategy for Alresford	<p><b>030320 - P19/196</b> Committee updated on mtg with Councillor Tod. There is a lot of work to be done by WCC before details can be agreed.</p> <p><b>July 20: Trader parking to be merged with parking strategy</b></p> <p><b>070720- P20/023 -RESOLVED:</b> That the Planning Committee budget is increased by £10,000 for the year 2020/21 for the Car Parking Strategy</p> <p><b>201120: Telephone payment to be available in all carparks from Nov 23</b></p>	Ongoing	

Planning	P19/092	30/07/2019	Design Statement	<p><b>131020 P20/085 RESOLUTION:</b> It was proposed that the Planning Committee accept Troy Planning &amp; Design as consultants to NATC for the New Alresford Design Statement and ask that Full Town Council ratify this decision.</p> <p><b>271020 20/134 RESOLVED:</b> That the Consultants Troy is approved to assist with New Alresford Design Statement at a fee of £9,950.00</p> <p><b>251120:</b> Initial meeting with Troy. Troy will meet with WCC Planning in December to align current policy guidance and begin image gathering.</p> <p>Troy to conduct a self guided tour of Alresford in January. Plan Committee to have meeting with Troy in March &amp; April 2021 to progress the project. <b>Next meeting will be early May, date tbc.</b></p>	Ongoing	
Town Council Com & Tourism	19/140	17/09/2019	West Street telephone kiosk	<p><b>30.03.21:</b> Floor covering and planter purchased</p> <p><b>12.04 21:</b> Quote for painting of the three exterior crests in gold plate agreed at a cost of £96.00 by MRL Contracting. Date TBA</p> <p><b>20.04.21:</b> Request for planter (to be erected on nth side of the box) to be planted by Anita Wade with wild strawberries or similar</p> <p><b>200521:</b> Floor mat arrived - Caretaker to fit</p>	Ongoing	
Finance & Facilities Town Council	F19/102	10/12/2019	NATC Strategy	<p><b>090920 F20/043 RESOLVED:</b> To request £5000.00 funding for NATC Strategy and additional ARC repairs £11,000.00 from Town Council</p> <p><b>210920 20/105 RESOLVED:</b> 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> <p><b>200421: Straegy meeting held with WCC Mark Maitland re moving forward for NATC Chair &amp; Clerk attended. Consider Planning incorporating some questions in the design statement public consultation.</b></p>	Ongoing	
Town Council Rec & Env	19/227	28/01/2020	Alresford Town Football Club	<p><b>03032021 F20/145 RESOLVED:</b> To recommend to Council that when a new agreement is negotiated with the Football Club, £75 is charged per match for external organisations (not covered by the agreement) using the football pitch and facilities</p> <p><b>03032021 F20/146 Recommendation:</b> To ask Recreation and Environment Committee to develop a plan to ensure the Changing Rooms are left in a satisfactory condition.</p> <p><b>070421 R20/117 RESOLVED:</b> To ask Finance to consider a one off clean of changing rooms and develop a checklist</p>	Ongoing	
Rec & Env	R19/156	03/03/2020	Unauthorised parking at Arlebury Park car park	<p><b>030321 R20/110 RESOLVED:</b> To install wooden posts and undertake bulb planting on the grass edge of the car park at Arlebury Park, in front of the flint wall</p> <p><b>Recommendation 1</b> – To obtain prices for larger wooden posts than provided in the existing quote</p> <p><b>Recommendation 2</b> – Finance and Facilities Committee are asked to consider planters around Arlebury Park building.</p> <p><b>March 2021:</b> Snowdrop bulbs ordered - awaiting delivery</p> <p><b>070421 R20/123 RESOLVED:</b> To appoint South Coast Fencing to install wooden posts at a cost of £3670.30</p>	Ongoing	

Finance & Facilities	F119/140	10/03/2020	New Alresford Bins	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 <b>231220:</b> Email sent to credit control WCC requesting definitive response to invoices <b>210121:</b> Liaise with WCC credit control and NATC will only be invoiced for 2020/21	Ongoing	
Town Council	19/264 iv	09/04/2020	The Arlebury Limited	<b>271020 20/137 RESOLVED:</b> That rent be charged a reduced rate of 50% and the service charge to be at full charge to be reviewed in three months <b>Nov 20:</b> Second close down, directors request rent freeze <b>241120 20/161 RESOLVED:</b> That if the government regulations deem that the Arlebury Limited must close and is not allowed to open their will be zero rent. <b>300321 20/235 RESOLVED:</b> That the Arlebury Limited is charged a 50% reduction from the when government legislation allows reopening for a period of three months. That NATC are allowed the use of the main hall on Tuesdays from 6pm onwards from now until the end of the of the three month period.	Ongoing	
Town Council	19/264 iii	09/04/2020	COVID-19 Response	<b>RESOLVED:</b> That a Working Group is created to address the Pop-Up Measures in the town. <b>051020:</b> 2nd stakeholder meetings with WCC and HCC <b>051120:</b> Team Leaders meeting to reactivate Support network, Social media updated	Ongoing	
Finance & Facilities	F20/012	09/06/2020	Ear Marked Reserves	<b>RESOLVED:</b> That all Earmarked Reserve reports are updated and referred to Town Council for approval.	Ongoing	
Finance & Facilities	F20/046	09/09/2020	Health and Safety Consultants	<b>Recommendation 1:</b> That the Town Clerk meets with one of the Consultants with a view to progressing the H&S policy. <b>290920:</b> The consultants are too busy to take on NATC has referred us to an associate Carl Sievewright <b>091020:</b> TC and KD met with Carl at office and talked through the requirements of NATC - To be revisited in New year <b>081220 F20/093 RESOLVED:</b> To defer this item to January 2021 and defer £5000 to next years budget <b>090221 F20/131 RESOLVED:</b> That Saxon Safety are appointed at a cost of £2461 to write and develop a Health and Safety policy and a Covid-19 risk assessment for all Town Council activities. <b>Feb 21:</b> Initial meeting held between KD, the Clerk and Saxon Safety	Ongoing	
Finance & Facilities	F20/047	09/09/2020	Internal Controls - Contractors	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.	Ongoing	

Finance & Facilities	F20/050 iv	09/09/2020	Other improvements - ARC	<p><b>120121 F20/112 RESOLVED:</b> Appoint GDM Surfacing to undertake repairs to car park surface at a cost of £2441</p> <p><b>January 2021</b> - repairs to car park surface undertaken</p> <p><b>030321 F20/147 Recommendation:</b> To investigate whether there is an appetite for additional storage or meeting rooms at Arlebury Park and the feasibility of altering the use of Changing Rooms 5 and 6 at the rear of the building.</p> <p><b>13042021 F20/149 RESOLVED:</b> To approve the quote from Flintstone Restoration to undertake repairs to the flint wall at Arlebury Park, at a cost of £708</p>	Ongoing	
Rec & Env	R20/044	07/10/2020	Tree Survey	<p><b>RESOLVED:</b> Approve quote from Hampshire County Council's 201020 Survey commissioned for June 2021 when ash dieback is obvious</p>	Ongoing	
Finance and Facilities	F20/189	21/04/2021	Internal Auditors report	<p><b>RESOLVED:</b> To recommend to Council concerns with the report in relation to setting the Precept and Councillor training.</p> <p><b>120521:</b> Revised Internal auditors report received</p>	Completed	
Finance and Facilities	F20/187	21/04/2021	Ear Marked Reserves	<p><b>RESOLVED:</b> To recommend to Council that additional funds are vired from the general reserves to reach £26,000 (currently £20,000) for the ARC refurbishment EMR and £64,000 for the Arlebury Park Roof EMR</p>	Completed	
Finance and Facilities	F20/164	13/04/2021	Clothes bank	<p><b>RESOLVED:</b> To approve granting Winchester Hospice permission to locate a clothes bank on the short car parking space by the gas meter in Arlebury Park car park, for a trial period of one year</p>	Completed	