

## ITEM 4

### **Clerk's Report**

#### **Office Matters**

#### **Complaints**

Street light Newtown not working-reported 23/2/21 to Fix my Street

#### **Tax Base**

I queried the new Tax Base for 2021 as it had dropped by 20 from last year. The reason that I was given was that there was no planned development. I did advise that there were several new builds in the planning stage including a 600 homes development. I was told that it would stand for this year and that it would be reviewed, as normal, and the end of this year ready for 2022. I was told that it was only an 'estimate'. There is a high level of single occupancy dwellings within the town and also a high level of residents on low incomes. This all affects the Tax Base.

#### **Scribe Update**

I have sent the balance sheets to the company and discussed with them the cost centres and codes for each budget line. Cllr Lowe and I went through the list which they sent through to check and we were both happy that this will work well. I visited the Burgh le Marsh Clerk and was shown some of the tools and what how reports can be run and items of income and expenditure logged. It is planned that this financial year's income and expenditure will be set up so that the AGAR can be produced at the end of the financial year. It will be possible to set up invoices which will be useful for cemetery work where invoices are issued to funeral directors and monumental masons. This will improve the current system as it will automatically log an invoice and this will save time.

#### **Website Update**

As notified, the current policies are now on the website. I am still finding it difficult to navigate and problem solve. It is a case of populating it with the information that is statutory and leaving other items of information until there is more time.

#### **Mrs Wright's Cheque**

Two years ago, I paid a cheque to Mrs Wright for item purchased in respect of Christmas Market items. She used the photo app to pay in the cheque. This was declined as the image was not clear. She received a letter stating this and I also received a letter stating this. On that basis, another cheque was issued, meanwhile, the first cheque was allegedly represented and paid on. This had never gone into Mrs Wright's account. There was a banking error by her bank. This caused a lot of problems for me trying to balance at year end as it was not apparent what had happened. After two years of phone calls and discussions, the matter was finally put through to Lloyds Bank Complaints Department. I am happy to report that the matter is now resolved. Lloyds bank have repaid the £18. 49 with a £50 compensation for the distress and inconvenience plus £5 interest and £3 to cover telephone calls.

#### **Donations**

Citizens Advice Lindsey have sent a 'Thank You' email for the donation of £250. The Rotary Club thank Spilsby Town Council for the kind offer of £100 toward Bike Night however the event has now been cancelled.

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### **Handy Man**

John has completed many outstanding tasks at the allotments and has cleared the list now. He has changed the combination lock on the office door which had ceased to work. He has put a combination lock on the Council Chamber door which will enable Councillors to use the room without a key holder being required.

We are currently compiling a list of other tasks needing action. This will include more information as to what the task is, the date it was given and any costs involved. This will make for a more robust audit trail and John will know exactly what is required.

### **Franklin Hall**

A letter was received from the Franklin Hall dated 19<sup>th</sup> February to say that the rent will be going up to £7000 per annum from 1<sup>st</sup> April 2021 with the first increase payment to be made on the 30<sup>th</sup> June 2021

### **FOI Request**

A Freedom of Information Request was received regarding the number of CCTV cameras within the town and who was responsible for the installation.

### **Action Points from Previous Meetings**

Para 12 – Franklin Passage and Franklin Gardens signs- on order at a cost of £94

Para 13- Perspex screen has arrived and been installed

Para 14- Transfer of assets-ELDC notified

Outstanding actions- currently there are some 40 items which need actioning. We are working through them as time allows.

Bonny Smith  
Town Clerk  
23/1/2021