

Bramfield and Thorington Parish Council

Clerk's report for the meeting on 23rd September 2024

1. Communication:

- a. One email received from a parishioner highlighting a number of issues and a response from the Chair was sent on the 19th September
- b. An invitation was received for Councillors to attend a garden party from the manager of the new children's home
- c. HMRC sent a fine of £100 for failing to file PAYE returns on time. SALC are responsible for our payroll and are investigating
- d. No member of the public requested viewing of our accounts
- e. PKF Littlejohn has logged our notification of exempt status

2. Website:

- a. A few notices and the 2024 Internal Audit documents have been added
- b. I became aware that our website did not have a security certificate. Our website provider has agreed to issue one and update our website

3. Council Administration:

- a. I chased our contact responsible for the Unpaid Work Community Volunteer Probation Initiative who was in the process of leaving the role due to promotion. He promised to pass on our details to the person taking over from him (not yet appointed). If I do not hear by beginning of October I will contact them.
- b. I received confirmation from Barclays that previous Business and Savings accounts are now closed

4. Matters Arising

Action Date	Details	Owner	Review Month
Jan 2024	Update on progress of 20mph report by SCC Engineer	C. Cllr. R. Smith	Nov 2024
June 2024	Taxi Queuing outside Bramfield House/Crumbling Road. Contact Bramfield House to explore what can be done to alleviate this problem	Cllr. Hughes	Oct 2024
July 2024	Establish the current situation with HiViz Jackets	Cllr. Hughes	Nov 2024