

SHOTLEY PARISH COUNCIL  
RFO REPORT  
21/06/07

1. Payment of £1000 received from the SVHMC re. outstanding debt. Clerk to forward receipt and outstanding balance details to Mr. Bugg.
2. The 2006/2007 Accounts are now in the hands of the Internal Auditors.
3. The Annual Return for the same year is ready for signing and will be presented at tonight's meeting.
4. The Notice of Appointment of Date for the Exercise of Electors Rights for the same year has been completed and placed on the Noticeboard. It is my objective to have the accounts sent to the External Auditors no later than 19/07/07.
5. The latest three Insurance claims for the damage caused to the Playgrounds and tennis courts are being processed. They attract an excess of £100 per claim but I may be able to combine two under one as they took place within 24 hours of each other.
6. I have instructed Mr. Gary Richens to remove the unsafe centre wire fencing at the tennis courts which was carried out today. I also asked for the remains of the bin to be disposed of and for the 3" long grass around the p/ground area to be strimmed. The disposal of such materials has to be done at Martlesham and there will be an extra cost implication, which I will recover through the Insurance claim.
7. I am looking at three different alternatives for the Grounds Maintenance Project.

Option 1 is based around having a member of staff and purchasing all the necessary equipment, supplying the training and meeting all the necessary Health and Safety legalities.

Option 2 would be putting the actual job (with all its different aspects) out to tender. There are several good local and reliable sole traders/businesses that would meet our expectations. The emphasis should be on "local" organisations for practicability and feasibility reasons. They would be responsible for their own Insurance, training, equipment, storage, disposal of waste, etc.

Option 3 would be a combination of both, where an appointed organisation deals with grass cutting and any other gardening issues and an individual is employed solely for minor handy work, litter picking and playground inspections.

The costings for Option 1 are being processed at present and they are quite high. Wages alone would be (at 15 hours per week, £9 an hour) in excess of 7k yearly, plus Insurance at £160.00, Mower £1.500.00 and mower petrol

£15.00 per week (summer months). Plus all the Health and Safety equipment / training and rental of storage for mower. It was agreed at our staff meeting that we would like to form a party that could brainstorm all available options and decide which course of action to take, therefore I would like to ask for some volunteers to come forward at tonight's meeting.

8. The first online payment to HM Revenue and Customs was processed today for the last three months for £670.21.

9. The Council's reserves are as follows:

|                   |            |
|-------------------|------------|
| Community Account | £3.975.01  |
| Premium Account   | £446.67    |
| Tracker account   | £38.669.90 |
| Total:            | £43.091.58 |

Earmarked Reserves:

|                    |            |
|--------------------|------------|
| Kingsland P/ground | -£2.500.00 |
| Ganges P/ground    | -£2.500.00 |
| Grand Total:       | £38.091.58 |