WHALEY BRIDGE TOWN COUNCIL

Mechanics Institute, Market Street, Whaley Bridge, High Peak, SK23 7AA Tel: 01663 733068 e-mail: townclerk@whaleybridgetowncouncil.gov.uk

CLERK'S REPORT

To:	All Town Councillors	Date:	5 September 2024
From:	Andrew Fox Town Clerk	Subject:	Town Council Meeting to be held on 12 September 2024

Dear Councillor,

Please find attached background papers for the Town Council meeting.

7.15pm Cheque signing

7.30pm Town Council Meeting

Mechanics Institute Refurbishment Project

We have received the suggested timescales for the project which I have sent to Cllrs. I have today sent over the tender documentation from Warren and Amy for consideration at the meeting on the 12th of September. If Cllrs would like paper copies of the documents, please let me know and I will arrange for them to be available at the office. Due to the number of documents, I have not included them in the meeting papers. If the tender is approved, then I will place it on the Government Contract Finder Website on the 13th of September to start the 6-week tender period. Assuming we receive tenders back Warren and Amy will check them before consideration at the November Town Council meeting.

Holiday

Just to note I will be on holiday on the 6th of September, I will be back in the office on the 9th of September.

Bookkeeping Course for the Administrator

After speaking to the Administrator regarding training courses she has suggested a bookkeeping course which is run online by ELF college. The reason they wish to go on this course is because it specialises in providing course to Ukrainian and Russian speakers. The course will cost £300.00 in total and details are available at the following website, <u>https://www.elfcollege.co.uk/certificate-in-bookkeeping</u>. She is also resuming her studies at Stockport college which is now on a Monday mornings. As previously, the administrator will work more hours later on in the week to make back the time.

Access to the 3G Pitch

After a number of documented issues, I am happy to report that the keypad is now working again at the 3G pitch.

Photocopier Provision

I have included a quote for an alternative Photocopier provision. The company sell the ink and then provide a copier as part of the sale. This copier would be a permanent replacement for the currently leased machine. The quote is just a general idea of how much it would cost to buy a new machine and the various ongoing running cost for the ink. It is a much smaller machine than the one we currently have but should still work. I am also looking at other suppliers for the photocopier.

Staff Matters

The Appraisal for myself was carried out at a Personnel Committee meeting on the 8th of August and I have carried out the appraisal of the administrator. These will be discussed in the appraisals exempt item. There is also an item to discuss pension provision for the Administrator.

Landlord Gas Safety Certificate

I have been in contact with Response Gas who provided our new boiler about a Landlord Gas Safety Certificate. They quoted £150.00 plus VAT for the certificate and as it is a legal requirement and ours is just out of date I have agreed the cost as urgent expenditure under the Financial Regulations. The work will be carried out on the 10th of September.

Christmas Tree and Light Switch On in Furness Vale I have received confirmation from St John's Church that they are happy to have the Light Switch On this year. I have included this item to agree the exact date as Whaley Bridge Band are unable to play the usual last Friday in November. They have asked if we could do the Friday before (22nd of November) or the Friday after (6th December) they are also able to do Sunday the 1st of December. I have also received a quote for the tree at Furness Vale and am hoping to have another quote for the meeting as well as information regarding the cost to repair the damaged tree holder.

Whaley Bridge Town Council's Tarmac Application In conjunction with HPBC we have applied for a grant from Tarmac to improve the surface of the Linear Park Path as well as providing a history trail on this route and beyond. I have submitted the application already as the deadline was the 3rd of September and I have confirmation that it has been received. It was requested that the item was placed on the agenda so I thought I would give an update on the current situation.

Funding for Furness Vale Citizens Advice Bureau I was requested to put this item on the agenda to consider providing funding to the Furness Vale Citizens Advice session at Furness Vale Social Club. I believe that the funding has been obtained before this meeting but I have left this item on the agenda, as I have not received confirmation that the funding is no longer being sort.

Phone and Broadband I hope to have quotes for the Town Council's phone and broadband contracts for consideration at the meeting next Thursday.

Town Clerk, 5 September 2024