

Clerk's report February 15th 2021

02/21 5.0 To discuss the Tutbury community £250k Fund with ESBC Deputy leader George Allen regarding

02/21 6.0 Clerk's Report including correspondence.

- Correspondence A letter has been received from

Staffordshire Lieutenancy

Mr James T. Leavesley DL, Vice Lord-Lieutenant

1st February 2021

Inviting clerks to encourage nominations for an Honours for unsung heroes that are known to the council for the Coronavirus honours list. Nominations can be made online visiting the Government website.

www.gov.uk/honours/overview Staffordshire is under represented due to lack of nominations in our area.

Police report received see separate report.

Church rain gullies have been cleared out by existing contractor.

There is now a mole problem on the football pitch which will need tackling. Recommendations of contractors to be sent to the clerk.

The .gov.uk email address clerk@tutbury.staffslc.gov.uk

Is not currently auto forwarding to the gmail account so some emails have not been received we are awaiting a response from the county council. Please use the tutburtyparishclerk@gmail.com

Training update. The clerk has attended two courses in January.

Code of conduct .

- If a councillor fails to complete their register of Interest within 28 days of becoming a councillor, they are no longer a councillor.
- Any complaint received regarding Cllrs should not be received by the parish council but should be directed straight to the monitoring officer to investigate. The council should not engage with the Cllr regarding the complaint.
- Cllrs should come to meetings with an open mind. if it is proven that Cllrs votes are predetermined, the parish council are liable to a court hearing.
- If you have registered an interest as a charity trustee then that interest must come before your role as a councillor ,unless it charity is nominated by the council.

- It is Cllrs legal duty to declare an interest if when invited the Cllr does not declare an interest even when AKED by the clerk or other Cllrs. The Cllr should be reported to the monitoring officer as a breach of the code of conduct.
- If a clerk has a complaint regarding a Cllr they can raise it with the employment committee and the monitoring officer, However, there are no sanctions on the Cllr only recommendations as the Localism act takes precedence over employment law.
- Interests registered, should only be relevant in the parish, if you own properties or shares in companies outside of the parish they do not need to be declared.

Communication and Media Strategy. Training.

The council are recommended to put together a strategy around what the parish council would like to achieve and what the parish councils' objections are. What is the purpose of the parish council?

This plan should include engagement with stakeholders such as local groups, police, the Borough and County Council, resident and trade associations.

Once you have a plan then you can ensure that your communication is consistent for example using the same styles and design on your website. **Consider your logo** and branding.

The first step to communication would be a regular newsletter with a consistent style.

Consider releasing your Annual report as part of the newsletter schedule.

Consider a local printing company to produce this, however sponsorships for the costs are possible advertising is not, as the parish council cannot receive an income from this.

Consider collaborating with a budding amateur photographer to bring your newsletters more attractive and interesting. Refresh images on the website as much as possible.

Engage with a local press officer and provide press releases with photos.

Consider the radio for enhancing communication.

Consider how to communicate face to face with parishioners with representations at local events.

Social media presence should link into what is on the website.

Consider using different social media channels to target different audiences. Facebook for the older generation and Instagram tick tock for the younger generation.

If you have a social media channel; make sure that it is set up in the following way

- The rules of use are decided and displayed for example that comment should be kind and any slanderous or malicious comments will be removed.
- Make it clear the office hours of when it will be monitored.

- Have a clear objective what the use of the social media is for.
- Have a clear policy of what can be included, individual's opinions should not be included only representation from the councils.

02/21 7.0 Borough and County Council Report

Green lane exit report request for clarification. From parishioners

Bin Provision

02/218.0 To approve the accounts for payment.

See separate report.

02/21 9.0 8. To discuss and approve adoption of Financial Regulations version 2019

An updated version with suggested changes has been distributed.

02/21 10.0 To discuss and approve the approve adoption of 2021 Risk analysis.

The updated Risk Analysis with suggested changes has been distributed.

02/21 11.0 10. To review and approve Insurance renewal (awaiting quote)

The insurance specification has been received and returned and we are awaiting the quotes from the broker.

02/21 12.0 To review and approve Street cleaner contract renewal.

Awaiting renewal quote

02/2113.0 To review and approve a Covid Grant policy

Awaiting an update from Cllr Anderson

02/21 14. Items for the next Agenda

Review of Standing orders

Review of pension and other policies

02/21 15.0 Date of Next Meeting

15th March 2020