

# Clerk's report

## Mattishall Parish Council

November 2024

1. Recycling Centre changes from the 18 November 2024. Everyone will need to book a slot to visit a Norfolk recycling centre. For more information phone: 0344 800 8020 or visit: [www.norfolk.gov.uk/recyclingbooking](http://www.norfolk.gov.uk/recyclingbooking)
2. I am no further forward regarding the solar powered defibrillator. I will continue with investigating over the next couple of months.
3. Following my recent Internal Audit course, it was brought to my attention that we still have a duty in providing copies of the allotment tenancy agreements to our internal auditor, as we are the landowners. I therefore propose that we reinsert the allotments to the Information Audit. Please view the amended document in the one drive for your review.
4. SJ Cutler is hoping to complete the repair works to the Churchyard wall in the next couple of weeks, weather permitting.
5. I can confirm that £22,113.65 has been transferred to the NS&I account as agreed at our October meeting. We are still in the process of opening the Hickley & Rugby Building Society account. They require the official signed minutes to evidence the agreed resolution which after November's meeting should be complete to send off. Once the £85,000 has been transferred, I will then proceed to close the two Unity Instant Access bank accounts originally set up.
6. David Bracey our annual ROSPA Play Inspector has retired. Unfortunately, he informed us by emailing our old email address which resulted in us not receiving it. Since receiving this information, I had sought various quotations and can confirm we have appointed the Play Inspection Company to carry out this year's inspection. They have confirmed that it can take up to 12-16 weeks and will cost £175.00, which is £43 more than what David Bracey would charge if his price remained the same as 2023. In addition, I have spoken with our Insurers to ensure we remain covered and compliant. Their advice is that nothing should change as long as we continue to carry out our weekly inspections and act quickly on any concerns raised.