

Clerks Report 3 June 2020 Full Council

Clerk needs to reschedule leave booked 8th-12th June to 16th-19th June 2020. Clerk shall still be taking leave 10th June 2020.

The Town Hall remains closed due to the Coronavirus restrictions and all bookings in the short term have been cancelled. We have received a few queries regarding when we are looking to re-open the hall and this will be according to Government guidelines around meetings of large social groups.

The Friday Market has re-opened to all traders from Friday 5th June as per Government guidelines for open markets, all non-essential traders have been notified individually via email and the website has been updated.

After repair of an electrical issue and closure due to Covid-19, the toilets on Tod's Piece have re-opened and are being cleaned on a daily basis. The Park Attendant has reported an issue with the rubbish bins and general litter in the park. The bins are currently emptied by RCC only once weekly so the Clerk shall contact RCC regarding this. The public are urged however to avoid littering the park and to take litter home with them where possible.

The Premises Officers were furloughed until 20th May 2020, the furlough claim to the Government will be made by the Clerk. The Premises Officers have reported a number of maintenance issues with the town hall and as such the Clerk has asked / shall be asking the Officers to manage these issues. This includes performing a deep clean of the town hall prior to it re-opening as and when Government guidelines permit, weed control around the premises, dealing with plumbing issues and performing inspections of allotments, cemeteries and open spaces.

The Clerk has looked into whether UTC Town Hall Zurich insurance policy provides business interruption cover that would cover us financially for income loss due to Covid-19. Whilst UTC does in fact hold business interruption insurance, Zurich have advised it does not in fact include cover for pandemics such as Covid-19, but rather for named diseases in a local outbreak capacity. Cllr Alec Crombie has offered to look into the fine print of this policy and advise accordingly.

The trees formerly situated outside the Town Hall have died due to the pots housing them breaking during recent storms and the plants themselves being left exposed to the elements for a period of time. This shall be addressed once the Town Hall re-opens.

The Clerk and Assistant Clerk continue to work from home with limited resources and are working on keeping the UTC/Love Uppingham websites / social media up to date with regular updates on the current situation and with advice where we are able.

RCC are holding weekly Coronavirus update Zoom conference meetings, in which the Assistant Clerk participates. The notes from this continue to be distributed weekly to all Councillors.

The Clerk has been focussing efforts on year end accounts, bank reconciliations and accounts errors notified in earlier reports. Accounts errors pertaining to the June/July/August 19 period have now been corrected, credit adjustments for Covid-19 made and Year end accounts have now been completed. The Clerk has completed an internal audit via Zoom on 26th May 2020 and we await the final report. It became apparent during this process that some documents from the 18/19 FY were

missing from the website and some comms relevant to this period had not reached the Clerk, but this has been addressed. The Clerk has worked 12 hours overtime in addressing all these matters as agreed in a previous meeting, as well as dealing with Covid-19 related matters, and shall look to claim this as extra pay in May 2020.

The Council is taking back ownership of unpaid for / unused allotments and these will be allocated to those on a waiting list on a first come / first served basis. Some queries relating to allotments have been mildly aggressive and the Clerk urges patience in this regard, we have to be fair to everybody.

It has been reported to the Council that there is 'sunken grave' issue at the Leicester Road Cemetery. The Clerk has asked Ed Dorman funeral business to have a look and report back / rectify.

The Clerk's office received a request to permit a banner to be displayed in the Market Place over the weekend 29th – 1st June 2020 in support of the Twinning Association. Our French counterparts were due to be visiting during the pertinent weekend but did not do so due to Covid-19. The Clerk exercised delegated powers to permit exhibition of the banner in the market place.

Focus next month will be on

- assisting with re-opening the high street in the wake of Covid-19 lockdown
- parking issues outstanding
- the town hall cellar consultation and possible loan application
- re-assignment of allotments
- transfers of monies in the main Lloyds bank account to other UTC bank accounts according to LRALC advice
- the Annual Council Meeting
- continued accounts work
- publication of AGAR and external auditor instruction
- any other outstanding matters