**Clerks Report for 1st November meeting**

* Some damage to the children’s area play slide, taped off for safety and repaired the same day.
* Football Club lease meeting – follow up due to take place 2nd November.
* E V Chargers (Mercers Yard) still chasing RCC to sign contract with B P Pulse (involved RCClr Wise for progression)
* Design Review meeting carried out – agenda item.
* Clerk to attend M4C CDA research meeting for student she mentors.
* Looking into possible incorrect siting of BT pole on Beast Hill.
* Note that Local plan includes travellers site Seaton Road……
* LRALC training sessions - feedback?
* Covid Ambulances – at time of writing 400+ jabs carried out, RCC will not allocate parking spaces or highways facility so UTC will pay for all day parking at £15.90 per day.
* Christmas Lights booked in with electricians, new lights maybe have to be next year due to unexpected electrician time needed to connect old catenary wires off of old lights and fitting to new ones. This is work that needs to take place outside of the usual schedule.
* Bank mandates – Cambridge Building Society now sorted, chasing Nationwide.
* Kitchen quotes – 2 more quotes sourced as per requirements. This work desperately needs to take place.
* Phase 3 electricity sorted – works to commence 27th November.
* Reaching out for tenders for council groundworks – awaiting site meeting proposals.
* Further leaks from the roof causing water ingress in the ladies’ toilet, quotes obtained – also waiting for site visits re overall roofing requirements, guttering replacements.
* Robbery at the TH – cleaners’ bag, purse stolen – culprit identified from our CCTV. Police have dealt with situation.
* Interim IA visit on Monday 30th – will feed back when report is received.
* Rolling barrel padlock obtained for upper chamber stairs. – unauthorised access from a group.
* TTRO’s in for LNS and Fatstock – I have requested, and it has been confirmed tree will be gifted again.
* Issue with keys for store in Printers Yard, it appears some market traders have access, historical issue which I will be addressing. UTC pay council tax for this!
* CiL payment received for £27K - in bank account.
* Rearranged H & S site meeting due to take place 8th November.
* Two hedge quotes received – authorisation needed to appoint – issues with spaces.
* Issues with grave sinkage – London Road – three complaints – investigating issues.
* Market stalls – I have told holders that I will be remeasuring stalls so that the correct charges are levied, certain stalls are taking a bit of an advantage, there is also angst regarding electricity as some stalls take off our feed, but others cannot access this due to plot position, my opinion is to charge stall holders who can use the feed a minimum amount of £25.00 so we treat everyone fairly.?
* I suggest a review of Market charges to coincide with these changes from April next year.

Finally and perhaps most importantly I am starting work on budget preparation.

I suggest the following timelines.

Draft budget to F & G P 15th November

Initial budget (draft) Full council 6th December.

Additional F & G P if required 20th December.

Budget Sign off Full Council 10th January 24

Clerk to issue precept request to RCC 11th January 24.

**Late news**

Commemorative benches should be delivered this week.

Letter received from Dormans requesting cemetery actions – I have replied saying it is on going.

More allotments given out, invoices being processed by Cynthia – initial 6 months October to March, to coincide with charges and our financial year.