

**Date:** 18 May 2023

**Title:** Report Item 7 – Clerk’s Report

**By:** K Larkin (Parish Clerk)

**Purpose:** To provide an update from the parish office

**Recommendations:** To note a report by the Clerk on progress made since the April meeting, and:

- a) To request Vision ICT to enable the council website for Google Analytics at a cost of £40
- b) Memorial bench request for Mr Neil Gamble
- c) Arrangements for council stall at Village Fete
- d) To note the draft Minutes of the Annual Village Meeting 2023

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The following are matters for decision:

- a) **To request Vision ICT to enable the council website for Google Analytics at a cost of £40** - From the 1st of July 2023, the current version of Google Analytics is closing down to be replaced by GA4. Analytics has been a go-to tool for gaining insights into the amount and type of traffic using your website. It has been free. If the council would like to upgrade, full information is provided in this blog from the Vision ICT, the council’s web providers: [Google Analytics GA4 - Vision ICT](#).
- b) **Memorial bench request for Mr Neil Gamble** – the Cricket Club is supporting a family request for a memorial bench to be installed with two holm oaks planted nearby. Mr Gamble was this year’s main club sponsor, and ‘a really committed EDFCC man’. Space is at a premium, but the club suggests a bench might be situated towards the top of the new ramp, between the clubhouse and the tennis court. They say: ‘There may not be room for two trees, but one small one and a bench might work.’ The bench would be funded by donation from the family.
- c) **Arrangements for council stall at Village Fete, Saturday 15 July 2023** – the Residents’ Association is requesting stallholders to confirm their requirements and complete a risk assessment by 23 June 2023. Participants are required to have their own public liability insurance and to provide, erect and remove their own equipment. The Fete Committee would be grateful if the council’s donation of £275 towards the cost of running the Fete could be paid forthwith. The Clerk requests instructions.
- d) **To note the draft Minutes of the Annual Village Meeting 2023** – the draft minutes of the meeting held on 21 April 2023 have been circulated to the village organisations and placed on the council website. The council may wish to review them and consider what follow-up action is required.

The following are matters for report:

- Cycle racks in village car park – at the council meeting on 6 April it was agreed that once the Electric Vehicle charging locations were clarified, the possibility of locating bike fastenings nearby should be pursued again. There is no update as yet.
- Eco funding requests - the two requests from Climate Friends discussed at the council meeting on 6 April 2023 have been deferred for further consideration at the meeting on 1 June 2023. The deferral has been agreed at the request of the Climate Friends.
- Council website – Mike Keller has very kindly prepared full handover notes for the clerk to assist with future updates of the council website, and preparation of the summary articles to go in the monthly parish magazines. This is much appreciated.
- Deputy Clerk Contract – this is being drawn up in accordance with the resolution made by the council at their meeting on 6 April 2023 [Minute C.737], to be in place prior to Katrina Larkin taking up the role on 1 June 2023