

Clerk Handover Report

I have listed below my final report and matters **urgently** needing attention due to the parish council acting unlawfully

Interim Parish Clerk arrangements

There has been no cover since the Clerk's Notice expired on 16/02/2026

Councillors should urgently meet to resolve interim arrangements pending appointment of a new Clerk

Microsoft Office account

The subscription expired on 17/02/2026. When the subscription was taken out, payment could only be made by debit/credit card which the parish council does not have so payment was made from the Clerk's personal account and reimbursed. However, this meant the Microsoft account also had to be linked to the Clerk's personal email address.

The parish council urgently needs to arrange its own Microsoft Office account to satisfy the new AGAR Assertion 10

Clerk salary, invoices and reimbursements

Online banking has been set up and BACS payments for the above processed by the Clerk 2 weeks ago have yet to be authorised. **The parish council now owes the Clerk £1700.96 for 4 months' salary (November, December, January and February) also reimbursements approved at the last meeting.** It is illegal to withhold pay for work performed, as this constitutes an unlawful deduction of wages under the Employment Rights Act 1996 and is a breach of the Contract of Employment and the parish council's own Financial Regulations

A further 8.75 hours (as per timesheet) is owed for accrued holiday pay. Payroll have been asked to prepare a final payslip and P45 for approval and final payment. No time has been billed for processing the BACS payments or preparing this report

Please can councillors please explain why they are AGAIN unlawfully withholding the Clerk's salary and confirm when payment will be made?

Bank reconciliation

The cashbook and bank balance has been reconciled to 31/01/2026

Job Advert

I am aware that an advertisement has been placed on the parish noticeboards for a replacement 'Parish Clerk'. **As to my knowledge, there has been no**

meeting to discuss and approve recruitment of a new Clerk, in my opinion the parish council has acted unlawfully. Further, the job title advertised is incorrect as the vacancy is for a Parish Clerk *and* Responsible Finance Officer which could be misleading as these are separate roles in some councils. **Also, the advertisement states the hours average 4-6 hours per week however there has been no meeting to my knowledge to approve a change from the contracted 6 hours per week.**

In my opinion, following discussion and approval by councillors at a parish council meeting the vacancy should be corrected and readvertised with consideration given to publishing on the parish council and SALC websites to attract a wider audience with better skillset and experience

Fingerpost refurbishment

The Clerk has been unable to request quotes from suppliers as the report has not been received.

Councillors should be aware that it is illegal to cut hedges, (including trimming) between March and August/September as this is the primary bird nesting season and damaging active nests is a criminal offence under the Wildlife and Countryside Act 1981. Therefore, the cutting back of overgrown hedgerows needed for the fingerpost refurbishment should not take place until September 2026

Defibrillators

- New Guardian/s of the defibrillators need to be arranged. This was a role inherited by the Clerk but not listed in the Contract of Employment
- The earthing to the defibrillator in South Cadbury remains unresolved and is likely to invalidate the insurance cover

Cherry Toop
11/03/2026