

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 05 November 2019 to 31 December 2019

1. **Footpath Deregulation Act project** - being run by Cllr Leyland.
2. **Trees of Remembrance** – suitable size sapling to be purchased suitable place for planting to be found by Cllr Leyland.
3. **Speedwatch Activity Project** – Project was not discussed at APM. Volunteer names have been received from Councillors.
4. Correspondence from November meeting has been dealt with.
5. **Financial Regulations** – document amended as agreed in November meeting, in preparation for approval at January meeting.
6. **Dropbox** - has been updated and set up for councillors to view documents received by Clerk and files to which they require access.
7. **Clerk appraisal** – appraisal template has been sent to Chairman.
8. **Water on Charlbury Road south of Spelsbury** – has been reported via FixMyStreet.
9. **Payments** - approved payments have been sent.
10. **Finance update** – finance system has been updated and forwarded to council monthly.
11. **Budget update** – updates have been forwarded to council monthly.
12. **Bank reconciliation** – updates have been forwarded to council monthly.
13. **2020-2021 budget** – approved budget circulated to council.
14. **2020-2021 precept** –has been completed and sent to WODC.
15. Payroll has been processed and cheques raised.
16. November Council Meeting Minutes written and published.
17. Processed new payments.
18. Facebook updated as required.
19. Attended SLCC branch meeting.
20. Attended planning training.
21. Planning spreadsheet regularly updated and forwarded to council.
22. Agenda and appendices for January created, published and circulated.
23. Started investigating debit card for the council.