

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 29 December 2020 to 25 February 2021

1. **Footpath Deregulation Act project** - being run by Cllr Leyland.
2. **Banking** – New form application to Unity completed.
3. **Noticeboard for Ditchley** – Order has been delayed – now due mid March
4. **Finance update** – finance system has been updated and forwarded to council monthly.
5. **Budget** –
 - a. Updates have been forwarded to council monthly.
 - b. Budget virement report created.
 - c. Earmark reserve report created.
6. **Bank reconciliation** – updates have been forwarded to council monthly.
7. **Payroll** - processed and cheques raised.
8. **Agenda and reports** – March agenda and reports created, published and circulated.
9. **Council Meeting Minutes** – January minutes written and published.
10. **New payments** – processed.
11. **Website** – updated as required.
12. **Facebook** - updated as required.
13. **Action Plan** – updated as required.
14. **Planning spreadsheet** - regularly updated and uploaded to Dropbox.
15. **Clerk report** – written.
16. **Playground**

Inspections – monthly inspection carried out.

Quotation – meetings held and quotations received for replacement playground equipment.
17. **Asset register** - updated
18. **Litter bin by Spelsbury Fountain** – price received from WODC for emptying the bin.
19. **Councillor Vacancy**
 - a. New Councillor has completed Acceptance of Office.
 - b. Information has been sent to those interested in becoming councillors.
20. **Standing Orders** – revised.
21. **Habitual or Vexatious Complaints Policy** – created.
22. **Community Engagement Policy** – revised
23. **Policy review spreadsheet** – created.
24. **Training**
 - a. Attended Website Accessibility Training.
 - b. Attended SLCC Practitioner Conference.
25. **Parish Election** – attended Election Briefing meeting.
26. **Finance**
 - a. Completed forms for internal auditor.
 - b. Completed Review of Effectiveness of Internal Audit Report.
 - c. VAT clam paperwork completed.
27. **Staffing**
 - a. Annual appraisal held.
 - b. LGPS report written.