CLERK REPORT

Period: From 05 July 2021 to 05 September 2021

1. **Agenda and reports –** September agenda and reports created, published and circulated.
2. **Council Meeting Minutes –** July minutes written and published.
3. **Playground**
a. Inspections –monthly inspection carried out.
b. New playground equipment – waiting for contractor to advise when works will commence.
c. Inform RPM that council have requested red rubber mulch.
d. Grant requested from councillor priority fund.
e. Annual playground inspection report received and forwarded to councillors.
4. **Planning**a. Planning spreadsheet – updated and uploaded to Dropbox as required.
5. **Parish Maintenance**a. WODC contacted re incorrect positioning of dog waste bin in Spelsbury. Map and photos sent.
6. **Policies and procedures**
a. Policy review spreadsheet updated.
b. Policies updated and uploaded to website.
7. **Finance**a. Finance system - updated and forwarded to council monthly
b. Bank reconciliations - forwarded to council monthly
c. Payroll – processed and cheques raised.
d. New payments – processed.
e. Budget updates created.
f. WODC informed of change of bank details for precept.
g. Draft budget for 2022-23 created.
8. **General administration**a. Website – updated as required.
b. Facebook – updated as required.
c. Action Plan – updated as required.
d. Clerk report – written.
e. Draft Action Plan for 2022-23 created.