CLERK REPORT

Period: From 05 September 2021 to 28 October 2021

1. **Agenda and reports –** November agenda and reports created, published and circulated.
2. **Council Meeting Minutes –** September minutes written and published.
3. **Playground**  
   a. Inspections –monthly inspection carried out.  
   b. New playground equipment – has been installed.  
   c. Grant of £2500 received from councillor priority fund.
4. **Planning**a. Planning spreadsheet – updated and uploaded to Dropbox as required.  
   b. Objection letter sent regarding Coldron Mill footpath diversion.
5. **Policies and procedures**   
   a. Policy review spreadsheet updated.  
   b. Policies updated and uploaded to website.
6. **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. Revised draft budget for 2022-23 created.  
   g. ICO renewal paid.
7. **General administration**a. Website – updated as required.  
   b. Facebook – updated as required.  
   c. Action Plan – updated as required.  
   d. Clerk report – written.  
   e. Revised draft Action Plan for 2022-23 created.  
   f. Thank you email sent to Keith Butler.
8. **Training and CPD**a. SLCC National Conference attended.