CLERK REPORT

Period: From 29 October 2021 to 06 January 2022

1. **Agenda and reports –** January agenda and reports created, published and circulated.
2. **Council Meeting Minutes –** November minutes written and published.
3. **Playground**
a. Inspections –monthly inspection carried out.
4. **Parish Maintenance**a. Dog bin in Spelsbury – chased WODC to move bin.
5. **Planning**a. Planning spreadsheet – updated and uploaded to Dropbox as required.
6. **Policies and procedures**
a. Policy review spreadsheet updated.
b. Policies updated and uploaded to website.
c. Grants and Donations Policy revised for approval at January meeting.
7. **Finance**a. Finance system - updated and forwarded to council monthly
b. Bank reconciliations - forwarded to council monthly
c. Payroll – processed.
d. New payments – processed.
e. Budget updates created.
f. Standing Order set up for Clerk salary.
g. Approved budget for 2022-23 created and published.
h. Precept form completed, sent to WODC and published.
8. **General administration**a. Website – updated as required.
b. Facebook – updated as required.
c. Action Plan – updated as required.
d. Clerk report – written.
e. Approved Action Plan for 2022-23 created.
f. Set up settings for new mailbox.
g. Website has been moved. November and December updates are missing, and will need to added again.
h. Clerk annual leave taken.
9. **Training and CPD**a. Training request report for 2022 created.