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.