

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 06 January 2022 to 28 February 2022

1. **Agenda and reports** – March agenda and reports created, published and circulated.
2. **Council Meeting Minutes** – January 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.
 - b. SIDSs
Quotations requested and received.
Pole position map created and sent to OCC for approval.
Insurer queried regarding insurance for SIDS.
5. **Planning**
 - a. Planning spreadsheet – updated and uploaded to Dropbox as required.
6. **Policies and procedures**
 - a. Policy review spreadsheet updated.
 - b. Approved policies updated and uploaded to website.
 - c. Staff Recruitment and Retention Policy created for approval.
 - d. Expenses Policy created for approval.
 - e. Reserves Policy created for approval.
 - f. Freedom of Information Scheme updated.
 - g. High Consequence Infectious Disease Policy updated.
 - h. Gifts and Hospitality Register created.
 - i. Gifts and Hospitality Register Guidelines created.
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. Pension application - completed.
 - g. VAT reclaim – calculated and sent to HMRC.
 - h. Review of Effectiveness of Internal Audit 2020/21 – written.
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. Asset register – updated.
 - g. Councillor vacancy – vacancy process started.
 - h. Press statement created with Cllr Leyland.
 - i. Dropbox – updated.

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9. **Training and CPD**

- a. Experienced Clerk training attended (via Sandford St Martin PC).
- b. Risk Management training attended (via Leafield PC).
- c. SLCC Practitioner Conference attended.
- d. NALC Legal Update briefing booked.