

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 28 February 2022 to 02 May 2022

1. **Agenda and reports** – May agenda (Annual Council Meeting) and reports created, published and circulated.
2. **Council Meeting Minutes** – March minutes written and published.
3. **Playground**
 - a. Inspections – monthly inspection carried out.
4. **Parish Maintenance**
 - a. Dog bins – WODC contacted regarding removal of PC dog bins.
 - b. SIDSS
 - Purchase order raised for SID. Delivery due mid May.
 - Meeting arranged with OCC re SID positions.
5. **Planning**
 - a. Planning spreadsheet – updated and uploaded to Dropbox as required.
 - b. Application 22/00325/FUL – objection written and sent.
6. **Policies and procedures**
 - a. Policy review spreadsheet updated.
 - b. Approved policies updated and uploaded to website.
 - c. Co-option Policy updated.
7. **Finance**
 - a. Finance system - updated and forwarded to council monthly.
 - b. Bank reconciliations - forwarded to council monthly.
 - c. Backpay calculated for 2021/22 re National Salary Award for 2021/22.
 - d. Payroll – processed.
 - e. Pension returns – processed.
 - f. New payments – processed.
 - g. New year finance system set up.
 - h. New year budget update system set up.
 - i. Budget updates - created.
 - j. Internal audit questionnaire completed and sent.
8. **General administration**
 - a. Website – updated as required.
 - b. Facebook – updated as required.
 - c. Action Plan – updated as required.
 - d. Clerk report – written.
 - e. Clerk appraisal held with Cllr Leyland.
 - f. Dropbox – updated.
 - g. Insurance quotations requested for 2022-23.
9. **Training and CPD**
 - a. Employer training (OALC) booked for Cllr Pickering.
 - b. NALC Legal Update training attended.