

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 02 May 2022 to 05 July 2022

1. **Agenda and reports** – June and Julys agendas and reports created, published and circulated.
2. **Council Meeting Minutes** – May and June minutes written and published.
3. **Playground**
 - a. Inspections – monthly inspection carried out.
 - b. Annual independent play inspection booked and purchase order raised. Inspection due to take place in July.
4. **Parish Maintenance**
 - a. Dog bins – WODC contacted regarding removal of PC dog bins. Request made for bins to be returned, Taston bin to be reinstalled, or purchase price of bins reimbursed to council.
 - b. SIDSs

Meeting held with OCC regarding SID positions – new pole to be installed by OCC, damaged pole to be refixed, new pole for traffic sign to be installed in Taston (can be used forSID. Poles have been installed and fixed.
SID delivered. Set up in Spelsbury.
5. **Planning**
 - a. Planning spreadsheet – updated and uploaded to Dropbox as required.
6. **Policies and procedures**
 - a. Policy review spreadsheet updated.
 - b. Virtual Meeting Procedure updated.
 - c. Risk assessment updated.
7. **Finance**
 - a. Finance system - updated and forwarded to council monthly.
 - b. Bank reconciliations - forwarded to council monthly.
 - c. Payroll – processed.
 - d. Pension returns – processed.
 - e. New payments – processed.
 - f. Budget updates - created.
 - g. Internal audit meeting held. Internal audit completed and report received.
 - h. AGAR – forms completed, Certificate of Exemption completed, Notice of Exercise of Public Rights completed. AGAR forms and other documents uploaded to website. Notice of Exercise of Public Rights uploaded to website and posted on noticeboard. Certificate of Exemption sent to Moore.
 - i. New signatory paperwork completed and sent to Unity Bank.
 - j. Update “expenditure over £100” and upload to website.
8. **General administration**
 - a. Website – updated as required.
 - b. Facebook – updated as required.
 - c. Action Plan – updated as required.
 - d. Clerk report – written.
 - e. Dropbox – updated.
 - f. New insurance cover taken out – Zurich.

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- g. Annual Parish Meeting attended.
 - h. New antivirus protection set up on computer.
 - i. Asset register updated.
 - j. Council information notices put on Dean, Taston and Ditchley noticeboards.
9. **Training and CPD**
- a. Council training record set up.