

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 05 July 2022 to 05 September 2022

1. **Agenda and reports** – September agenda and reports created, published and circulated.
2. **Council Meeting Minutes** – July minutes written and published.
3. **Playground**
 - a. Inspections – monthly inspection carried out.
 - b. Annual independent play inspection has taken place. Report on agenda for Council to discuss at September meeting.
4. **Parish Maintenance**
 - a. Dog bins – WODC have placed one of their bins in Spelsbury, on the Chadlington Road triangle. The Taston bin was briefly replaced by a WODC bin, but this has been removed. Clerk in contact with WODC regarding the Taston bin.
5. **Planning**
 - a. Planning spreadsheet – updated and uploaded to Dropbox as required.
 - b. Planning objection written and sent – 22/01497/FUL.
6. **Policies and procedures**
 - a. Policy review spreadsheet updated.
 - b. Policies reviewed and amended as required for Council approval at September meeting.
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. Review of effectiveness of the 2021-2022 internal audit carried out by Clerk, report created for Council review and approval at September meeting..
 - h. Update “expenditure over £100” and upload to website.
 - i. Draft budget for 2023-2024 created for consideration at September meeting.
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. Draft Action Plan for 2023-2024 created for consideration at September meeting.
 - g. Clerk annual leave and TOIL taken.
 - h. Place booked for Clerk to attend Shaping the Future of West Oxon Summit – 05/09/22
9. **Training and CPD**
 - a. Council training record set up.
 - b. Playground and play equipment training attended (via Leafield)