

# Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

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## CLERK REPORT

Period: From 05 September 2022 to 04 November 2022

1. **Agenda and reports** – September agenda and reports created, published and circulated.
2. **Council Meeting Minutes** – September minutes written and published.
3. **Playground**
  - a. Inspections – monthly inspection carried out.
4. **Parish Maintenance**
  - a. Dog bins – Clerk in contact with WODC regarding the Taston bin.
5. **Planning**
  - a. Planning spreadsheet – updated and uploaded to Dropbox as required.
6. **Policies and procedures**
  - a. Policy review spreadsheet updated.
  - b. Policies reviewed and amended as required for Council approval at November meeting.
  - c. Civic Protocol created and updated as required.
  - d. Draft Dignity at Work Policy created for council consideration.
  - e. New Councillor Code of Conduct amended ref corrections required.
  - f. Approved policies updated and uploaded to website.
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. Update “expenditure over £100” and upload to website.
  - i. ICO direct debit processed.
  - j. Draft budget for 2023-2024 updated for November council meeting.
  - k. Cheques sent to Unity from Barclays bank accounts to effectively close the Barclays Current and Savings Accounts.
  - l. Forms sent to engage Internal Auditor for 2022-23.
  - m. Contacted Ubico re invoice for Taston dog bin.
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. Website and noticeboard updated following the death of Her Majesty Queen Elizabeth II. Liaison undertaken with other authorities and local bodies.
  - g. Clerk annual leave and TOIL taken.
  - h. Civility and Respect Pledge report created.

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9. **Training and CPD**
  - a. Council training record set up.
  - b. Code of Conduct training attended.
  - c. Internal Auditor training attended.
  - d. SLCC National Conference attended.