

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 04 November 2022 to 23 December 2022

1. **Agenda and reports** – November and January agenda and reports created, published and circulated.
2. **Council Meeting Minutes** – November 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.
 - b. Damaged sign to Dean reported on FixMyStreet.
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 January meeting.
 - c. Draft Internet Banking Payment Procedure created for council consideration.
 - d. Draft Internal Financial Control Policy created for council consideration.
 - e. 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. Draft budget for 2023-2024 updated for January council meeting.
 - h. Backdated pay calculated reference the NJC 2022 Pay Award from April 2022.
 - i. Internal Audit questionnaire for 2022-23 completed and returned to Internal Auditor.
 - j. Cottsway chased for playground rent invoice.
 - k. Letter received from Barclays requesting information about the Council. Clerk in contact with Barclays – clarification requested regarding some items.
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. Clerk annual leave and TOIL taken.
 - g. Civility and Respect Pledge signed.
 - h. New ROI forms requested for Cllr Datson, received and passed on.
 - i. Received ROIs scanned and forwarded to MO.