

# Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

---

## CLERK REPORT

Period: From 23 December 2022 to 05 March 2023

1. **Agenda and reports** – March agenda and reports created, published and circulated.
2. **Council Meeting Minutes** – January 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. WODC have advised that they can place one of their bins (weekly bin collection to be charged to the council). Quotations for emptying have been requested.
  - b. Damaged sign to Dean – FixMyStreet update: This report has been closed. However the issue has been passed to the relevant team for consideration for future programmed works.
5. **Planning**
  - a. Planning spreadsheet – updated and uploaded to Dropbox as required.
  - b. Planning comment re 22/03341/S73 written and sent to WODC.
6. **Policies and procedures**
  - a. Policy review spreadsheet updated.
  - b. Policies reviewed and amended as required for Council approval at the March meeting.
  - c. 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. Precept form completed and sent to WODC.
  - h. VAT reclaim form completed and sent to HMRC.
  - i. Budget virement report created.
  - j. Cottsway chased for playground rent invoice.
  - k. Earmarked reserve report created.
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. Received ROIs scanned and forwarded to MO.
9. **Training and Development**
  - a. Clerk attended SLCC National Forum
  - b. Clerk attended SLCC Practitioner Conference
  - c. Annual appraisal held.