

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 05 March 2023 to 26 April 2023

1. **Agenda and reports** – May agenda and reports created, published and circulated.
2. **Council Meeting Minutes** – March minutes written and published.
3. **Playground**
 - a. Inspections – monthly inspection carried out.
4. **Parish Maintenance**
 - a. Dog bins – No update regarding WODC removal council bins
5. **Planning**
 - a. Planning spreadsheet – updated and uploaded to Dropbox as required.
 - b. Planning objection re 23/00643/FUL 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 May 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. VAT reclaim for 2022 received
 - g. Cottsway chased for playground rent invoice – have been informed that an invoice will be issued and sent
 - h. New accounting year systems set up
 - i. Accounting reports created and sent to the internal auditor.
 - j. Meeting held with the internal auditor
 - k. Purchase order raised for playground maintenance
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. Draft APM agenda created and sent to Chairman.
 - h. OCC and WODC councillors, and TVP invited to APM meeting.