

# Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

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## CLERK REPORT

Period: From 26 April 2023 to 30 June 2023

1. **Agenda and reports** – June and July agendas and reports created, published and circulated.
2. **Council Meeting Minutes** – May and June minutes written and published.
3. **Playground**
  - a. Inspections – monthly inspection carried out.
4. **Parish Maintenance**
  - a. Dog bins – Update from WODC received – bins can be returned, WODC bins will be removed, PC responsibility to manage collections.
  - b. Councillor reminded about asset inspection.
  - c. Cost of replacement cradle swing seat investigated and paper written.
5. **Planning**
  - a. Planning spreadsheet – updated and uploaded to Dropbox as required.
  - b. Information received from WODC regarding planning notices.
6. **Policies and procedures**
  - a. Policy review spreadsheet updated.
  - b. Policies reviewed and amended as required for Council approval at the July meeting.
  - c. Approved policies updated and uploaded to website.
7. **Finance**
  - a. Finance system - updated and forwarded to council monthly.
  - b. Bank reconciliations – completed and forwarded to council monthly.
  - c. Payroll – processed.
  - d. Pension returns – processed.
  - e. New payments – processed.
  - f. Cheques written to transfer remaining funds from Barclays to Unity.
  - g. Internal Financial Control meeting held with Cllr Pickering.
  - h. Accounts completed and sent to Internal Auditor.
  - i. Internal audit report received and forwarded to Council.
  - j. Meeting held to approve AGAR.
  - k. Certification of Exemption and information sent to External Auditor.
  - l. End of year accounts information uploaded to website.
  - k. Notice of Public Rights published on website and noticeboard.
  - l. Expenditure over £100 updated and uploaded to website.
  - m. Direct debit form for Cottsway Housing Association completed and sent.
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. Annual Parish Meeting attended and minutes taken.
  - h. Council information updated on website and noticeboard.

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i. Risk assessment updated.

9. **Training and CPD**

a. SLCC branch meeting attended.

b. OCC County Day attended.

c. VAT – partial exemption training attended.

d. VAT for unregistered councils training attended

e. Property law for Town and Parish Councils training attended.

f. Procurement training attended.