

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 30 June 2023 to 04 September 2023

1. **Agenda and reports** – September agenda and reports created, published and circulated.
2. **Council Meeting Minutes** – May and June minutes written and published.
3. **Playground**
 - a. Inspections – monthly inspections carried out.
 - b. Purchase order for annual playground inspection raised. Playground inspection has taken place. Playground inspection report has been received.
4. **Parish Maintenance**
 - a. Dog bins – dog bins removed from asset register. WODC informed that PC do not wish to have their bins returned.
5. **Planning**
 - a. Planning spreadsheet – updated and uploaded to Dropbox as required.
 - b. 20 mph speed restriction consultation information uploaded to website, posted on Facebook, put on noticeboard.
 - c. Council response to 20 mph consultation written and sent to OCC.
6. **Policies and procedures**
 - a. Policy review spreadsheet updated.
 - b. Policies reviewed and amended as required for Council approval at the September 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. Expenditure over £100 updated and uploaded to website.
 - g. FSCS eligibility confirmed with Unity Trust Bank.
 - h. Draft budget for 2024-2025 created and report written.
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. Council information updated on website and noticeboard.
 - h. Councillor induction document updated and circulated to council for comment.
 - i. Draft Action Plan for 2024-2025 created.
9. **Training and CPD**
 - a. Playground inspection training attended.
 - b. SLCC branch meeting attended.