

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 01 November 2023 to 03 January 2024

1. **Agenda and reports** – January agenda and reports created, published and circulated.
2. **Council Meeting Minutes** – November minutes written and published.
3. **Playground**
 - a. Inspections – monthly inspections carried out.
 - b. Warning signage ordered, collected and delivered to Cllr Leyland.
4. **Parish Maintenance**
 - b. OCC contacted regarding “give way” signage in Spelsbury.
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 the January 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.
 - h. Draft budget for 2024-2025 updated 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. New phone set up for council business, phone number updated on website, noticeboard and Parish News
9. **Training and CPD**
 - a. SLCC branch meeting attended.