

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 03 January 2024 to 01 March 2024

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 inspections carried out.
4. **Parish Maintenance**
 - a. OCC contacted regarding pedestrian safety in Spelsbury – waiting for site meeting with OCC.
 - b. Grit bin in Taston has not been replaced. Extra grit bin has been placed on junction of Charlbury Road.
 - c. Councillor asked to undertake asset inspection.
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 March meeting.
 - c. Approved policies updated and uploaded to website.
 - d. Draft Pension Discretionary Policy modified and emailed to Council. Added to March agenda for completion and approval.
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. Cottsway contacted regarding playground rent direct debit, Cottsway to make amendment and take 2023-24 playground rent. 2023-24 rent taken via direct debit.
 - h. Precept form completed, sent to WODC, and uploaded to website.
 - i. Approved 2024-25 budget uploaded to website.
 - j. VAT refund completed and sent to HMRC.
 - k. Application form for Unity Bank completed to add Cllr Blackwell and remove ex Cllr Harvey – needs to be signed by councillors.
 - l. Information sent to Cllr Blackwell re identification documentation required for Unity Bank.
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 taken.
 - g. Pension Regulator – resubmission completed.

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- h. Action Plan for 2024/25 updated and uploaded to website.
 - i. WODC meeting attended re Oxfordshire Charter and elections.
 - j. Response submitted for Oxfordshire Charter consultation.
 - k. WODC contacted for election information as the Election Briefing will be after the March council meeting.
 - l. Document storage and destruction.
 - m. New councillor induction document completed.
9. **Training and CPD**
- a. SLCC branch meeting attended.
 - b. SLCC Practitioners' Conference attended.
 - c. Developing effective action plans training attended.
 - d. Addressing the biodiversity crisis for Parish and Town Councils training attended.