

# Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

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## CLERK REPORT

Period: From 01 March 2024 to 30 April 2024

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 inspections carried out.
4. **Planning**
  - a. Planning spreadsheet – updated and uploaded to Dropbox as required.
5. **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.
  - d. Pension Discretionary Policy sent to OCC.
6. **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. Internal financial check carried out – 05 April 2024.
  - h. VAT refund for 2022 and 2023 received.
  - i. Internal audit questionnaire completed and returned to IA.
  - j. Internal audit accounting information and documents collated and returned to IA.
  - k. Meeting held with internal auditor.
  - l. AGAR accounting section completed.
  - m. AGAR Certificate of Exemption partially completed.
  - n. End of year bank reconciliation carried out.
  - o. End of year accounting statement created.
  - p. End year variances logged.
  - q. End of year reserves logged.
  - r. Budget updates carried out.
  - s. Reserves updates carried out.
  - t. New accounting year systems set up.
  - u. Quotation requested and received for Parish Online mapping software
7. **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. WODC election briefing meeting attended.

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- h. Election document created and forwarded to council.
  - i. Election tasks carried out.
  - j. Memorial Hall booked for the APM.
  - k. Asset register updated and uploaded to website.
  - l. APM agenda started.
  - m. Insurance reviewed – renewal on 01 June.
8. **Training and CPD**
- a. SLCC branch meeting attended.
  - b. Staff annual appraisal held – 07 March 2024.
  - c. OCC County Day attended.
  - d. WODC biodiversity toolkit launch attended.
  - e. Managing projects and major work programmes training attended.