

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 30 April 2024 to 20 May 2024

1. **Agenda and reports** – Second May meeting agenda and reports created, published and circulated.
2. **Council Meeting Minutes** – Annual Council Meeting minutes written and published.
3. **Planning**
 - a. Planning spreadsheet – updated and uploaded to Dropbox as required.
4. **Finance**
 - a. Payroll – processed.
 - b. Pension return – processed.
 - c. Internal audit report received and circulated to councillors.
5. **General administration**
 - a. Website – updated as required.
 - b. Facebook – updated as required.
 - c. Clerk report – written.
 - d. Dropbox – updated.
 - e. APM agenda completed and published.
 - f. New councillor information booklet updated.
 - g. Website, domain and mailbox research undertaken and meeting paper written.
6. **Training and CPD**
 - a. Asset training attended.
 - b. Website accessibility training attended.