

# Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

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## CLERK REPORT

Period: From 14 May 2019 to 01 July 2019

1. **Mailboxes for Councillors** – options and prices currently being investigated.
2. **Footpath Deregulation Act project** - being run by Cllr Leyland.
3. **Trees of Remembrance** – suitable size sapling to be purchased and planted on Almshouses triangle by Cllr Leyland.
4. **Speedwatch Activity Project** – Project was not discussed at APM. Volunteer names have been received from Councillors.
5. **Traffic Sensitive Street Survey** - Clerk responded to online questionnaire on Cllr Datson's behalf to note Council's view. Council happy with roads listed, and did not have any others to be added.
6. Policies, notices and procedures have been updated and filed.
7. **Insurance policy** – has been renewed for £300.81 per annum for the next three years.
8. Correspondence from May meeting has been dealt with.
9. Planning spreadsheet regularly updated and forwarded to council.
10. **Dates and times of meetings** – noticeboard has been updated.
11. **AGAR** – documents have been completed and uploaded to website. Notice of Exercise of Public Rights has been uploaded to website and put on noticeboard. Notice of Exemption has been posted to external auditor. Email receipt of documentation has been received from Moore Stephens.
12. **Payments** - approved payments have been sent.
13. **Finance update** – finance system has been updated and forwarded to council monthly.
14. **Budget update** – updates have been forwarded to council monthly. New version of budget created.
15. **Bank reconciliation** – updates have been forwarded to council monthly.
16. Facebook updated as required.
17. May Council Meeting Minutes written and published.
18. May Annual Parish Meeting Minutes written and published.
19. Agenda and appendices for July created, published and distributed.
20. Processed new payments.
21. **Website accessibility** – researched subject, and created report for July council meeting.
22. **Ownership of Almshouses Triangle** – researched subject, and created report for July council meeting.
23. **Twenty's Plenty signage** – signage has been purchased and is on order.
24. **Annual play inspection** – has been booked, inspectors will be visiting in July.
25. **Gigaclear** – Chadlington build (including Dean) due to start in 2-3 months.
26. Office 365 subscription renewed.
27. Payroll has been processed and cheques raised.

### Next Actions

1. Complete picture document of Parish assets
2. Create Security Incident Response Plan
3. Complete Business Continuity Policy
4. Create Training Policy