

# Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

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## CLERK REPORT

Period: From 02 July 2019 to 02 September 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. Correspondence from July meeting has been dealt with.
6. **AGAR** – Notice of Exemption has been received back from Moore Stephens.
7. **Payments** - approved payments have been sent.
8. **Finance update** – finance system has been updated and forwarded to council monthly.
9. **Budget update** – updates have been forwarded to council monthly.
10. **Bank reconciliation** – updates have been forwarded to council monthly.
11. **Ownership of Almshouses Triangle** – Land Registry search completed, and results sent to council.
12. **Twenty's Plenty signage** – signage has been received and put up.
13. **Annual play inspection** – has taken place and report has been circulated to Councillors.
14. **Cotswold Conservation Board email circulation list** – request to be included has been sent.
15. **Returning Officer's Representation regarding Polling Places** – council comment has been sent.
16. **Community Emergency Plan** – obtained Community Emergency Plan Toolkit and Community Emergency Plan template. Started research.
17. **ICO data protection renewal** – renewal has been processed and payment made.
18. Payroll has been processed and cheques raised.
19. **Parish asset photograph file** – has been created and uploaded to Dropbox.
20. **Gigaclear** – Chadlington build (including Dean) date for start of works not yet received.
21. July Council Meeting Minutes written and published.
22. Dropbox updated.
23. Processed new payments.
24. Facebook updated as required.
25. Planning spreadsheet regularly updated and forwarded to council.
26. Created draft budget for year 2020-2021, with notes. Circulated to council.
27. Agenda and appendices for September created, published and circulated.

### Next Actions

1. Create Security Incident Response Plan
2. Complete Business Continuity Policy
3. Create Training Policy
4. New Financial Regulations
5. Work on Community Emergency Plan