

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 29 October 2020 to 29 December 2020

1. **Footpath Deregulation Act project** - being run by Cllr Leyland.
2. **Banking** – investigated Unity Trust Bank and sent report to council. Investigated options regarding the Barclays Current Account and forwarded information to council. Bank application started.
3. **Noticeboard for Ditchley** – Order placed with Greenbarnes.
4. **Finance update** – finance system has been updated and forwarded to council monthly.
5. **Budget update** – updates have been forwarded to council monthly.
6. **Bank reconciliation** – updates have been forwarded to council monthly.
7. **Payroll** - processed and cheques raised.
8. **Agenda and reports** - January agenda and reports created, published and circulated.
9. **Council Meeting Minutes** – November minutes written and published.
10. **New payments** – processed.
11. **Website** – updated as required.
12. **Facebook** - updated as required.
13. **Action Plan** – updated as required.
14. **Planning spreadsheet** - regularly updated and uploaded to Dropbox.
15. **Clerk report** – written.
16. **Playground**
Bench – new bench delivered to playground.
Inspections – monthly inspections carried out.
17. **Litter bin by Spelsbury Fountain** – requested price for weekly emptying by WODC.
18. **Councillor Vacancy** – Co-option process carried out.
19. **Risk assessment** – uploaded to website.
20. **ICO renewal** – has been acknowledged.
21. **Precept** – precept form sent to WODC.