CLERK REPORT

Period: From 25 February 2021 to 14 May 2021

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 inspection carried out.  
   b. Annual playground inspection booked, will take place in July.  
   c. Alternative option for MUGA requested and received.
4. **Planning**a. Planning spreadsheet – updated and uploaded to Dropbox as required.
5. **Asset register -** updated
6. **Parish Maintenance**a. Grass cutting contract arranged for 2021 for playground and triangle.  
   b. Noticeboard for Ditchley – received and put up by Ditchley Estate.  
   c. Contract set up for fortnightly rubbish collection from litter bin by Spelsbury Fountain.  
   d. Purchase Order sent for supply and install of dog waste bin by bridleway by Almshouses in Spelsbury, plus weekly emptying. Install date – 18 May.
7. **Councillor Vacancy**a.Councillor co-opted in March set up and forms completed.
8. **Policies and procedures**a. Standing Orders revised.  
   b. Policy review spreadsheet updated.
9. **Training**a. Attended Neighbourhood Planning training.  
   b. Climate Action Day conference attended.
10. **Parish Election**a. Election posters put up  
    b. Election result paperwork processed.
11. **Finance**a. Finance system - updated and forwarded to council monthly  
    b. Bank reconciliations - forwarded to council monthly  
    c. Payroll – processed and cheques raised.  
    d. New payments – processed.  
    e. Preparation for internal audit.  
    f. Internal audit meeting taken place.  
    g. VAT reclaim received.  
    h. Budget updates created.  
    i. Earmarked reserves report created.  
    j. New year accounts system set up.  
    k. Pension redeclaration completed.  
    l. AGAR completed.  
    m. Unity Trust Bank application plus first cheque sent off.
12. **General administration**a. Website – updated as required.  
    b. Facebook – updated as required.  
    c. Action Plan – updated as required.  
    d. Clerk report – written.  
    e. Hall booking made for May meeting.  
    f. Website – alternative providers researched, report written. Website accessibility report updated.  
    g. Clerk pension – set up process started.  
    h. Face to face meeting risk assessment created.