CLERK REPORT

Period: From 15 May 2021 to 05 July 2021

1. **Agenda and reports –** July agenda and reports created, published and circulated.
2. **Council Meeting Minutes –** May minutes written and published.
3. **Playground**  
   a. Inspections –monthly inspection carried out.  
   b. Playground equipment order placed. Contractor has placed orders for equipment. Will advise when works can commence.
4. **Planning**a. Planning spreadsheet – updated and uploaded to Dropbox as required.  
   b. OCC contacted and emails written regarding Dean Grove BOAT.
5. **Asset register -** updated
6. **Parish Maintenance**a. Dog waste bin has been installed.  
   b. Indistinct road markings in Spelsbury reported on FMS – status: investigating. Email sent to Cllr Leffman.  
   c. Litter picking event – advertised, risk assessment created, attendee form created, WODC requested to collect litter.  
   d. Information about reporting flytipping published on website and Facebook.  
   e. Footpath issues reported to OCC.
7. **Councillor Vacancy**a.Councillor vacancy has been filled.
8. **Policies and procedures**   
   a. Policy review spreadsheet updated.  
   b. Sickness and Absence Policy updated.  
   c. Disciplinary and Grievance Policy updated.  
   d. Risk assessment updated.
9. **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. Budget updates created.  
   f. Notice of Exercise of Public Rights created and published on website, and notice placed on noticeboard.  
   g. AGAR and end of year account documents published on website.  
   i. Certificate of Exemption emailed to Moore. Moore acknowledge receipt.  
   j. Expenditure over £100 form updated and published on website.  
   k. Requested Jane Olds to be internal auditor for 2021-22
10. **General administration**a. Website – updated as required.  
    b. Facebook – updated as required.  
    c. Action Plan – updated as required.  
    d. Clerk report – written.  
    e. Hall bookings made up to May 2022.  
    f. Insurance – changed insurer to CAS Ltd – insurance set up from 01 June 2021 to 31 May 2022.  
    g. Microsoft 365 renewed.  
    h. Annual leave taken by Clerk.  
    i. New councillors set up on council Dropbox.  
    j. Draft TOR created for Parish Plan working group.  
    k. Draft TOR created for Climate Action working group.