CLERK REPORT

Period: From 05 September 2021 to 28 October 2021

1. **Agenda and reports –** November agenda and reports created, published and circulated.
2. **Council Meeting Minutes –** September minutes written and published.
3. **Playground**
a. Inspections –monthly inspection carried out.
b. New playground equipment – has been installed.
c. Grant of £2500 received from councillor priority fund.
4. **Planning**a. Planning spreadsheet – updated and uploaded to Dropbox as required.
b. Objection letter sent regarding Coldron Mill footpath diversion.
5. **Policies and procedures**
a. Policy review spreadsheet updated.
b. Policies updated and uploaded to website.
6. **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. Revised draft budget for 2022-23 created.
g. ICO renewal paid.
7. **General administration**a. Website – updated as required.
b. Facebook – updated as required.
c. Action Plan – updated as required.
d. Clerk report – written.
e. Revised draft Action Plan for 2022-23 created.
f. Thank you email sent to Keith Butler.
8. **Training and CPD**a. SLCC National Conference attended.