

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 20 May 2024 to 30 June 2024

1. **Agenda and reports** – July meeting agenda and reports created, published and circulated.
2. **Council Meeting Minutes** – Meeting minutes written and published.
3. **Planning**
 - a. Planning spreadsheet – updated and uploaded to Dropbox as required.
4. **Playground**
 - a. Inspections – monthly inspections carried out.
5. **Policies and procedures**
 - a. Policies reviewed for Council approval at the July meeting.
 - b. Draft lead councillor terms of reference created for council approval.
6. **Finance**
 - a. Payroll – processed.
 - b. Pension returns – processed.
 - c. Finance system – updated monthly.
 - d. Bank reconciliations – updated monthly.
 - e. New payments processed.
 - f. Expenditure over £100 updated and uploaded to website.
 - g. Budget updates carried out.
 - h. Reserves updates carried out.
 - i. AGAR documents completed, uploaded to website.
 - j. Certificate of Exemption completed.
 - k. Certificate of Exemption and required information sent to Moore.
 - l. Notice of Public Rights completed, uploaded to website, published on noticeboard.
 - m. Unity Bank change of signatory form
7. **General administration**
 - a. Website – updated as required.
 - b. Facebook – updated as required.
 - c. Clerk report – written.
 - d. Dropbox – updated.
 - e. Clerk annual leave taken.
 - f. New councillor information sent to WODC.
 - g. Noticeboard information notice updated and published on noticeboard.
 - h. ROIs scanned, originals posted to WODC.
 - i. Hall bookings for meetings at Memorial Hall requested.
 - j. OCC and WODC Councillors advised of meeting dates.
8. **Annual Parish Meeting**
 - a. Annual Parish Meeting attended.
9. **Project – new domain, website, mailboxes**
 - a. Purchase order raised for new domain, website and mailboxes.
 - b. CDDO form completed to receive £100 rebate for .gov.uk domain.
 - c. New mailboxes set up, details sent to councillors.
 - d. New website set up, being populated.

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e. Contacts and suppliers advised of new email address.

10. **Project – Parish Online**

a. Parish Online mapping software set up

b. Mapping licences applied for.

11. **Training and CPD**

a. Local Council Expo attended.