

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 02 September 2024 to 03 November 2024

1. **Agenda and reports** – November 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.
 - b. Path maintenance – overhanging bushes have been cut back on the path from Chadlington Road.
 - c. Quotation has been received for a replacement gate at the Chadlington Road entrance.
 - d. Weller Hedley – agreement paperwork completed and returned. Emails exchanged regarding playground lease with Cottsway Housing Association.
5. **Parish Maintenance**
 - a. OCC Highways Engagement contacted regarding damaged grit bin in Taston.
 - b. Order placed with OCC for salt bags and delivery address sent.
6. **Policies and procedures**
 - a. Policies reviewed for Council approval at the November meeting.
 - b. Approved policies and procedures updated and uploaded to the website.
 - c. New model Financial Regulations adapted for council use and draft published for council review and agreement at the November meeting.
7. **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. Draft budget and notes for 2025-2026 updated for the November meeting.
 - j. Agreement form completed for the internal auditor for 2024-2025.
 - k. Council phone number changed with Unity Trust Bank.
 - l. Rent invoice requested from Cottsway Housing Association.
8. **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. Research undertaken for new council computer and paper created for the November meeting.

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

g. Zoho Tasks set up as the new task manager for the Clerk.

h. Project management spreadsheet created.

9. **Project – Unity Trust Bank – change of signatories**

a. Change of signatory form completed, councillors requested to collect and sign the form.

10. **Training and CPD**

a. WODC Executive meeting attended.

b. Email training by Parish Online attended.

c. SLCC National Conference attended.

d. Financial Regulations and VAT training attended.