

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 03 November 2024 to 03 January 2025

1. **Agenda and reports** – January 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.
 - b. Planning application 24/02447/HHD comment written and sent.
4. **Playground**
 - a. Inspections – monthly inspections carried out.
 - b. Purchase order raised for a replacement gate at the Chadlington Road entrance. Work has been completed.
5. **Playground lease**
 - a. Work has been carried out as directed by Council.
 - b. Cottsway Housing Association has been contacted regarding the lease.
 - c. Advice and a quotation has been received from solicitor.
6. **Parish Maintenance**
 - a. Salt bags have been received from OCC.
7. **Community**
 - a. Maps to log speeding concerns sent to councillors for January meeting.
 - b. Community Speedwatch Group information obtained.
8. **Policies and procedures**
 - a. Policies reviewed for Council approval at the January meeting.
 - b. Approved policies and procedures updated and uploaded to the website.
9. **Finance**
 - a. Payroll – processed.
 - b. Pension returns – processed.
 - c. Finance system – updated monthly.
 - d. Bank reconciliations – updated monthly.
 - e. New payments processed.
 - f. Budget updates carried out.
 - g. Reserves updates carried out.
 - h. Draft budget and notes for 2025-2026 updated for the January meeting.
 - i. Internal auditor agreement for 2024-2025 returned to IA.
 - j. Internal audit work started.
10. **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. Complaint received, investigation carried out, outcome report written and sent to complainant.

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g. Jack Graham from WODC invited to January council meeting to discuss flytipping and other environmental issues.

h. Project management system set up.

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

a. Completed change of signatory form has been sent to Unity Trust Bank.

b. Information has been obtained from Unity Trust Bank to aid councillor with re-accessing the system.

12. **Training and CPD**

a. NALC Legal Update training attended.

b. SLCC Practitioners' Conference place booked.

c. SLCC branch meeting attended.