

# Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

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## CLERK REPORT

Period: From 03 January 2025 to 28 February 2025

1. **Agenda and reports** – March 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. Quotations have been requested for the playground mowing contract.
5. **Playground lease**
  - a. Cottsway Housing Association has been contacted regarding the lease – waiting response.
6. **Parish Maintenance**
  - a. Advised Council that annual inspection of assets is required before end of March.
7. **Policies and procedures**
  - a. Policies reviewed for Council approval at the March meeting.
  - b. Approved policies and procedures updated and uploaded to the website.
  - c. Sexual and General Harassment Policy created for approval at the March meeting.
8. **Finance**
  - a. Payroll – processed.
  - b. Pension returns – processed.
  - c. Finance system – updated monthly.
  - d. Bank reconciliations – updated monthly.
  - e. Budget updates carried out.
  - f. Reserves updates carried out.
  - g. Internal audit work carried out, interim internal audit report received and comments sent to internal auditor.
  - h. Payments have not been made due to issue with Unity Trust Bank.
  - i. Precept form completed and sent to WODC, provisional then final. Precept form on website.
  - j. Expenditure over £100 report updated and uploaded to website.
  - k. VAT 126 reclaim form completed and sent.
  - l. Internal Financial Check meeting held with Cllr Blackwell.
  - m. Budget virement report created for March meeting.
  - n. Reserves report created for March meeting.
9. **General administration**
  - a. Website – updated as required.
  - b. Facebook – updated as required.
  - c. Clerk report – written.
  - d. Dropbox – updated.
  - e. Advised Cllr Blackwell that Clerk annual appraisal is due in March.
10. **Councillors**
  - a. Resignation of councillor tasks carried out – WODC informed, vacancy advertised.

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

- a. Change of signatory form received by Unity Trust Bank – not accepted due to issue with signature. New form completed and sent. Another issue regarding signature. Third form is in process of being signed.
- b. Payments have not been processed since November 2024. The Council is in default with OCC Pension regarding the monthly pension payments. Clerk has been keeping OCC Pension updated regarding the signatory issues.

12. **Training and CPD**

- a. SLCC Practitioners' Conference attended.
- b. SLCC branch meeting attended.
- c. Leading your council training attended.
- d. Councillors contacted to request how they would like to receive training.