

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 30 June 2024 to 02 September 2024

1. **Agenda and reports** – September 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 – email sent to Cottsway regarding path maintenance. Response received – Cottsway not responsible for footpaths. Map and section of lease re ownership of path from Chadlington Road sent to Cottsway.
 - c. Quotation requested for new gate.
5. **Parish maintenance**
 - a. Email sent regarding transfer of SID management to Cllrs S Harvey and Blackwell.
 - b. Clerk had meeting with OCC Highways Engagement Officer.
 - c. Information about the damaged grit bin in Taston sent to OCC Highways Engagement Officer.
6. **Policies and procedures**
 - a. Policies reviewed for Council approval at the September meeting.
 - b. Approved policies and procedures updated and uploaded to website.
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. Quotation requests sent to four internal auditors.
 - j. Draft budget and notes created for 2025-2026.
8. **General administration**
 - a. Website – updated as required.
 - b. Facebook – updated as required.
 - c. Clerk report – written.
 - d. Clerk annual leave taken.
 - e. Noticeboard information notice updated and published on noticeboard.
 - f. Computer issue – Council computer stopped working. Clerk temporarily using personal computer to carry out council work.
 - g. Dropbox – new created for September meeting papers.
 - h. Cottsway lease (playground) sent to solicitor to be registered (copy taken and filed in council files)

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- i. OALC email has been received re change of subscription cost – to rise to £180 (£150 in budget) – Council to minute response if it wishes to vote on the proposal.
- j. Maps sent to councillors to mark up re speeding and flytipping.
- k. Draft Action Plan for 2025-2026 created.
- 9. **Project – new domain, website, mailboxes**
 - a. Contacts and suppliers advised of new email address
 - b. New website set up, being populated.
 - c. Mailbox change information sent to councillor.s
- 10. **Project – Parish Online**
 - a. Mapping licences received and applied.
- 11. **Training and CPD**
 - a. Resilience workshop attended.
 - b. NALC micro-council meeting attended.