

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 28 February 2025 to 30 April 2025

1. **Agenda and reports** – May 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. Playground mowing contract has been awarded.
5. **Playground lease**
 - a. Cottsway Housing Association has been contacted regarding the lease – waiting response.
6. **Parish Maintenance**
 - a. Playground mowing contractor is not able to mow the Chadlington Road triangle, as the Council requires the contractor to hold £10 million public liability insurance for beside the highway.
7. **Community**
 - a. Thames Valley Police informed of parish priorities.
 - b. OCC Highways contacted regarding the moving of the 20 mph sign on the road to Taston by the junction.
8. **Policies and procedures**
 - a. Policies reviewed for Council approval at the May meeting.
 - b. Approved policies and procedures updated and uploaded to the website.
 - c. Standing Orders updated for Council approval.
 - d. Financial Regulations updated for Council approval.
9. **Finance**
 - a. Payroll – processed.
 - b. Pension returns – processed.
 - c. Finance system – updated monthly.
 - d. Bank reconciliations – updated monthly.
 - e. Budget updates and virements carried out.
 - f. Reserves updates carried out.
 - g. Internal audit work completed, final audit report and completed Internal Audit AGAR section received.
 - h. Unity Trust banking issue has been resolved and payments have been made.
 - i. End of year account work carried out – Statement of Accounts, Bank reconciliation, Explanation of Variances, List of Reserves
 - j. AGAR work carried and Section 2 and Exemption Certificate information completed.
10. **General administration**
 - a. Website – updated as required.
 - b. Facebook – updated as required.
 - c. Clerk report – written.
 - d. Dropbox – updated.
 - e. OCC contacted regarding new council contact details.

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- f. OCC election notices uploaded to website and posted on noticeboard.
- g. New key ordered and received for filing cabinet.
- h. Annual leave taken.
- i. Insurance quotations requested, for renewal on 01/06/25.
- j. Asset register updated with insurance values.

11. **Councillors**

- a. Councillor vacancy advertised.

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

- a. Change of signatory form has been accepted.
- b. New signatories have been set up for internet banking.
- c. Outstanding payments have been processed.

13. **Annual Parish Meeting**

- a. Memorial Hall contacted for available dates.
- b. Available dates for APM sent to councillors.

14. **Training and CPD**

- a. Experienced Clerk Refresher training attended.
- b. Community Led Plan training attended.
- c. OCC County Day attended.
- d. Local Government Reorganisation webinar attended.
- e. SLCC branch meetings attended.
- f. Talking Tables training booked.