

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 25 June 2025 to 28 August 2025

1. **Agenda and reports** – 02 September meeting agenda and reports created, published and circulated.
2. **Council Meeting Minutes** – Meeting minutes written and published.
3. **Planning**
 - a. Planning spreadsheet – updated as required.
4. **Playground**
 - a. Inspections – monthly inspections carried out.
 - b. Annual independent inspection has taken place.
5. **Playground lease**
 - a. Cottsway Housing Association has been contacted regarding the lease – waiting response.
6. **Community**
 - a. Tree obstruction information from OCC published on website and Facebook.
 - b. Quotation requested for leaflets.
7. **Policies and procedures**
 - a. Policies reviewed for Council approval at the September meeting.
 - b. Approved policies and procedures updated and uploaded to the website.
8. **Finance**
 - a. Payroll – processed including back pay.
 - b. Pension returns – processed including back pay.
 - c. Finance system – updated monthly.
 - d. Bank reconciliations – updated monthly.
 - e. Budget updates and virements carried out.
 - f. Reserves updates carried out.
 - g. Internal auditor Letter of Engagement completed.
 - h. Draft budget for 2026-2027 created.
 - i. Unity Trust Bank FSCS annual review form completed.
9. **Action Plan**
 - a. Draft Action Plan for 2026-2027 created.
10. **General administration**
 - a. Website – updated as required.
 - b. Facebook – updated as required.
 - c. Clerk report – written.
 - d. Dropbox – updated.
 - e. Document archiving and destruction.
 - f. Clerk annual leave taken.
 - g. Access set up for new OALC website.
11. **Training and CPD**
 - a. SLCC branch meetings attended.
 - b. WODC Local Plan engagement event attended.
 - c. Councillor training notes created and printed.
 - d. Councillor training event held.

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- e. OALC resilience training (talking tables) attended.
- f. National Forum attended.
- g. WODC Local Government Reorganisation event attended.