

# Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

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## CLERK REPORT

Period: From 30 April 2025 to 25 June 2025

1. **Agenda and reports** – 20 May meeting agenda and reports created, published and circulated (as meeting of 06 May was inquorate)  
01 July 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.
5. **Playground lease**
  - a. Cottsway Housing Association has been contacted regarding the lease – waiting response.
6. **Policies and procedures**
  - a. Policies reviewed for Council approval at the July meeting.
  - b. Approved policies and procedures updated and uploaded to the website.
  - c. Staffing Committee TOR created.
  - d. IT Policy created.
7. **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. Notice of Exercise of Public Rights published.
  - h. AGAR completed and published on website with accompanying papers.
  - i. Certificate of Exemption completed, published and sent to External Auditor.
  - j. Internal auditor for 25/26 contacted for Letter of Engagement
8. **General administration**
  - a. Website – updated as required.
  - b. Facebook – updated as required.
  - c. Clerk report – written.
  - d. Dropbox – updated.
  - e. Insurance renewed.
  - f. Risk assessment reviewed.
  - g. Hall booked for current council year.
  - h. Hall contacted regarding meeting hours and charges.
  - i. Document archiving and destruction.
  - j. SLCC membership renewed.
9. **Councillors**
  - a. Councillor vacancy being advertised.
10. **Annual Parish Meeting**
  - a. Agenda for APM created and published.

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- b. Hall booked for APM.
- c. Attendees invited to APM.
- d. APM attended.

11. **Training and CPD**

- a. SLCC branch meetings attended.
- b. Local Government Reorganisation engagement event attended.