

Sandford St Martin Parish Council

CLERK REPORT

Period: From 12 November 2019 to 03 January 2020

1. **Gigaclear trench, Ledwell Village Green** – Gigaclear response received. Letter written to end-point property owner and response received.
2. **External auditor** – awaiting response following emails regarding document inclusion.
3. **Clerk contract** – signed at November 2019 meeting.
4. November council meeting minutes written and draft published.
5. **Retrospective planning permission letter** – awaiting draft from Cllr Hill.
6. **Internal auditor** – two quotations obtained for year ending March 2020, and circulated to council. Internal auditor comparison report written and circulated to council.
7. **Electronic filing** – options investigated. Electronic document storage recommendation report written and circulated to council.
8. **Council provided email addresses** – Rocketfuel approached, and is able to provide this service. Report written and circulated to council.
9. **Payroll provider** – provider contacted and contract has been sent for signature. System is being set up.
10. **2020-21 budget** – approved budget circulated to council.
11. **2020-21 precept** – precept form completed and returned to WODC.
12. **Finance update** – finance system has been updated and forwarded to council monthly.
13. **Budget update** – updates have been forwarded to council monthly.
14. **Bank reconciliation** – updates have been forwarded to council monthly.
15. **Planning update spreadsheet** – created and circulated to Council.
16. Filed policies and documents approved at November meeting.
17. Employment and GDPR policies and documents uploaded onto website.
18. **Financial Regulations** – draft Financial Regulations created and circulated to council.
19. **Standing Orders** – draft Standing Orders created and circulated to council.
20. **Business Continuity Policy** – draft Business Continuity Policy created and circulated to council.
21. **Grants and Donations Policy** – draft Grants and Donations Policy created and circulated to council.
22. **ICO** – ICO data protection registration completed.
23. **Risk Assessment** – draft Risk Assessment created and circulated to council.
24. **Scheduled Payments List** - Scheduled Payments List created and circulated to council.
25. **Virement report** - Virement report created and circulated to council.
26. **Internal financial control documents** – created internal financial control documents and circulated to council.
27. Created council information notice for noticeboards
28. Sent updates for website as required.
29. Processed new payments.
30. Attended planning training
31. Attended SLCC branch meeting.
32. Attended budget meeting.
33. Sent requested meeting documents to resident.
34. Created policy overview spreadsheet.
35. Set up calendar and task lists.
36. Website training via Skype with Rocketfuel.
37. Agenda and appendices for January created, published and circulated.