

Sandford St Martin Parish Council

CLERK REPORT

Period: From 26 June 2020 to 04 September 2020

1. **Bins left on pavements** – waiting for draft letter from Cllr Hames.
2. **Payments** - approved payments processed.
3. **Finance updates** – finance system has been updated and circulated.
4. **Budget updates** – updates have been circulated.
5. **Bank reconciliations** – updates have been circulated.
6. **Planning update spreadsheet** – updated and circulated as required.
7. **Website** – updated as required.
8. **End of year accounts** – Documents signed. Documents emailed to Moore and uploaded to website.
9. **Payments** – payments made as per Scheduled Payments List and council agreement.
10. **Southfield House, tennis court, 19/00157/PENF** – WODC contacted for update of status of enforcement action. Letters written to WODC. Responses received and circulated. Council copied in correspondence between WODC and residents.
11. **Risk Assessment** – researched re revisions required to Risk Assessment re COVID-19 and legislation.
12. **New payments** - processed.
13. **Agenda and papers for September** - created, published and circulated.
14. **Clerk report** - written.
15. **July council meeting minutes** – written and draft published.
16. **Internal audit recommendation review meeting** – meeting held and report circulated. Actions started as required.
17. **Budget** – 2021-22 budget preparation
18. **Poster** – Donations and grant poster created, uploaded to website, forwarded for noticeboards.
19. **Employer COVID-19 Risk Assessment** – created and sent to council to be completed.
20. **Press and Media Policy** – created and uploaded to Dropbox.
21. **Freedom of Information Scheme** – created and uploaded to Dropbox.
22. **Co-option Policy** - created and uploaded to Dropbox.
23. **Action Plan 2021-2022** - draft created and uploaded to Dropbox.
24. **Section 137 expenditure for 2019/20** – report created and uploaded to Dropbox.
25. **Internal auditor** – engagement documents requested and received. Uploaded to Dropbox.
26. **Freedom of Information and Data Protection policies** – reviewed and updated as required. Uploaded to Dropbox.
27. **Employment policies and procedures** – reviewed and updated as required. Uploaded to Dropbox.
28. **Complaints Procedures** – created and uploaded to Dropbox.
29. **Planning consultations** – summaries created. Summaries and LTNs uploaded to Dropbox.
30. **Annual appraisal** – draft appraisal form created and forwarded to Chair.
31. **Zoom licence** – purchased.