CLERK REPORT

Period: From 07 November 2020 to 06 March 2021

1. **Payments -** approved payments processed.
2. **Finance updates** – finance system has been updated and circulated.
3. **Budget updates** – updates have been circulated.
4. **Bank reconciliations** – updates have been circulated.
5. **Planning update spreadsheet** – updated and circulated as required.
6. **Website** – updated as required.
7. **End of year accounts** – External auditor report and certificate published.
8. **Payments** – payments made as per Scheduled Payments List.
9. **New payments** - processed.
10. **Agenda and papers for March** - created, published and circulated.
11. **Clerk report** - written.
12. **November council meeting minutes** – written and draft published.
13. **Internal audit recommendations –** actions ongoing.
14. **Budget –** 2021-22 final budget created.
15. **Precept –** precept form completed and sent to WODC.
16. **Annual appraisal** – appraisal meeting held.
17. **Zoom licence** – purchased.
18. **Councillor vacancy** – co-option application received and processed.
19. **Training** –   
    SLCC Practitioner Conference  
    Wordpress-based websites
20. **Policies**Sickness and Absence Policy updated and uploaded to website  
    Disciplinary and Grievance Policy updated and uploaded to website  
    Equal Opportunities Policy updated and uploaded to website  
    Health and Safety Policy updated and uploaded to website  
    Document Storage, Retention and Destruction Policy updated and uploaded to website  
    Freedom of Information Scheme uploaded to website  
    Privacy Notice updated and uploaded to website  
    Privacy Notice councillors, staff and volunteers updated and uploaded to website  
    Privacy Policy uploaded to website  
    Requests for Information Policy uploaded to website  
    Data Protection Policy uploaded to website  
    Security Incident Response Policy uploaded to website  
    Grants and Donations Policy revised for review and approval  
    Policy review spreadsheet created  
    Standing Orders revised for review and approval  
    Habitual and Vexatious Complaints Policy created  
    Community Engagement Policy created
21. **Risk assessments –** actions required logged
22. **Website accessibility statement –** created on website
23. **Members allowances –** section created on website
24. **VAT –** VAT reclaim submitted
25. **Internal audit –** questionnaire completed and submitted
26. **Review of effectiveness of audit –** report completed
27. **Asset register**Asset register updated  
    Land assets investigated  
    Sandford assets photographed
28. **Pension –** investigated and report written
29. **Documents signing –** documents taken to Chairman for signature