CLERK REPORT

Period: From 06 March 2021 to 03 May 2021

1. **Agenda and papers for May** - created, published and circulated
2. **March council meeting minutes** – written and draft published
3. **Clerk report** – written
4. **Annual Parish Meeting** – agenda created for Chairman
5. **Zoom licence** – purchased.
6. **Councillor vacancy** – filled, relevant paperwork completed, filed, sent to MO as required
7. **Parish Maintenance**a) Contractor authorised to carry out one cut of Ledwell Village Green
b) Quotation received for annual mowing of Ledwell Village Green
8. **Elections**
a) Local election notices on website and noticeboard
9. **Meetings from 07 May 2021**
a) Paper created regarding options
10. **Policies**Standing Orders revised for review and approval
Policy review spreadsheet updated for review and approval
11. **Asset register**Asset register updated
Land assets investigation ongoing
12. **Finance**a) Payments - approved payments processed
b) Finance updates – finance system has been updated and circulated
c) Bank reconciliations – carried out and circulated
d) New payments – processed for meeting
e) Scheduled payments – made as per approved list
f) VAT – VAT reclaim received
g) End of year accounting actions carried out
h) Draft AGAR completed with Accounting Statements
i) End of year bank reconciliation carried out
j) Explanation of variances completed
k) Monthly payroll duties completed
l) S137 expenditure for 2020-21 report created
m) Earmarked and general reserves report created
n) Scheduled Payments List for 2021-2022 created
o) 2021-22 finance overview paper written
13. **Budget**a) Budget updates have been circulated
b) End of year budget update created
c) New year budget spreadsheet set up
14. **Internal audit**a) Recommendations from 2019-20 - ongoinga) Meeting held with internal auditor for 2020 – 21, and report received
15. **Planning and enforcement**a) Planning spreadsheet – updated and circulated
16. **Website and mailboxes**
a) Website updated as required
b) Mailbox created for new councillor
17. **Clerk**a) Annual leave taken in April