CLERK REPORT

Period: From 03 May 2021 to 12 September 2021

1. **Agenda and papers for September** - created, published and circulated
2. **May council meeting minutes** – written and draft published
3. **Clerk report** – written
4. **Annual Parish Meeting** – held
5. **Councillor vacancy one**– vacancy notice uploaded to website, and put on noticeboard.   
   Co-option process started.
6. **Councillor vacancy two** – vacancy notice uploaded to website and put on noticeboard.
7. **Policies**  
   a) Disciplinary and Grievance Policy updated  
   b) Sickness and Absence Policy updated
8. **Finance**a) Payments - approved payments processed  
   b) Monthly payroll duties completed  
   c) Exercise of Public Rights Notice created, printed, uploaded to website, paper copy passed to councillor for noticeboard  
   d) AGAR and finance documents uploaded to website  
   e) Certificate of Exemption emailed to Moore  
   f) Internal auditor assigned for 2022-23  
   g) Finance updates – finance system has been updated and circulated  
   h) Bank reconciliations – carried out and circulated  
   i) New payments – processed for meeting  
   j) Scheduled payments – made as per approved list  
   k) Expenditure over £100 updated and uploaded to website  
   l) Bank mandate report written  
   m) Bank debit card report written
9. **Budget**a) Budget updates have been circulated  
   b) Draft budget for 2022-23 created  
   c) Draft budget notes for 2022-23 created
10. **Planning and enforcement**a) Planning spreadsheet – updated and circulated
11. **Website and mailboxes**  
    a) Website updated as required  
    b) Members allowances updated
12. **Training**a) Village Green training attended
13. **Administration**a) Insurance renewed  
    b) Hall booking made  
    c) Draft Action Plan for 2022-23 created.  
    d) Report written – Clerk request to attend SLCC National Conference  
    e) Clerk annual leave taken