

Sandford St Martin Parish Council

CLERK REPORT

Period: From 15 March 2022 to 17 May 2022

1. **Agenda and papers for Annual Council Meeting** - created, published and circulated
2. **March council meeting minutes** – written and draft published
3. **Clerk report** – written
4. **Parish Maintenance**
 - a) Purchase order for 3 year Ledwell grass cutting contract raised and sent
 - b) Two litter pickers purchased
 - c) Two hi-viz vests purchased
5. **Projects**
 - 5.1 20 mph zone for Sandford
 - a) Application form completed.
6. **Policies**
 - a) Approved policies updated and uploaded to website
7. **Finance**
 - a) Payments - approved payments processed
 - b) Monthly payroll and pension duties completed
 - c) Finance updates – finance system has been updated and circulated
 - d) Bank reconciliations – carried out and circulated
 - e) New payments – processed for meeting
 - f) Expenditure over £100 updated and uploaded to website
 - g) VAT reclaim received
 - h) Asset Register updated
 - i) Internal Financial Check carried out by Cllr North
 - j) Internal audit questionnaires completed and requested accounting records sent
 - k) Meeting held with internal auditor
 - l) 2021-22 year end accounting statements created
 - m) 2021-22 year end bank reconciliation carried out
 - n) 2021-22 AGAR started, Accounting Statements completed
 - o) New financial year accounting systems set up
8. **Budget**
 - a) Budget updates have been circulated
 - b) Approved virements applied to 2021-22 budget
 - c) Earmarked reserves and general reserve report created
 - d) New financial year budget systems set up
9. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
10. **Website and mailboxes**
 - a) Website updated as required
 - b) Members allowances updated
11. **Training**
 - a) NALC Legal Update briefing attended
12. **Administration**
 - a) Clerk appraisal prepared for and held
 - b) Asset inspection undertaken by Cllr North and Cllr Wheeler-Booth with Clerk in attendance
 - c) Election phonecalls and administration

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- d) Clerk annual leave taken
- e) Action Plan updated
- f) Annual Parish Meeting agenda created for Cllr Rowe
- g) Meeting papers created and reports written for Annual Council Meeting
- h) Insurance renewal work started
- i) TOR created for Jubilee Celebration working group
- j) Risk assessment created for Jubilee Celebration
- k) Emails received re concern about flying over parish