

Sandford St Martin Parish Council

CLERK REPORT

Period: From 12 September 2019 to 11 November 2019

1. **Gigaclear trench, Ledwell Village Green** – Gigaclear have been contacted. Response has not yet been received. Last contact 11 November 2019.
2. **Website Accessibility Report** – created and circulated to Council. Sent to web provider. Website has been amended as required.
3. **Financial Package Proposal** – created and presented to Council.
4. **Finance update** – finance system has been updated and forwarded to council monthly.
5. **Budget update** – updates have been forwarded to council monthly.
6. **Bank reconciliation** – updates have been forwarded to council monthly.
7. September Council Meeting Minutes written and published.
8. **Disciplinary and Grievance Policy** – created and circulated to Council.
9. **Equal Opportunities Policy** – created and circulated to Council.
10. **Health and Safety Policy** – created and circulated to Council.
11. **Sickness and Absence Policy** – created and circulated to Council.
12. **Document Storage, Retention and Destruction Policy** – created and circulated to Council.
13. **Privacy Notice** – created and circulated to Council.
14. **Privacy Notice (staff and councillors)** – created and circulated to Council.
15. **Privacy Policy** – created and circulated to Council.
16. **Requests for Information Policy** – created and circulated to Council.
17. **Data Protection Policy** – created and circulated to Council.
18. **Security Incident Response Policy** – created and circulated to Council.
19. **Council provided email addresses report** – created and circulated to Council.
20. **Training and Development Policy** - created and circulated to council.
21. **Financial Regulations** – work in progress to update.
22. **Standing Orders** – work in progress to update.
23. **2020-21 budget** – draft created and circulated to Council.
24. **Planning update spreadsheet** – created and circulated to Council.
25. **Payroll provider** – sourced, and details circulated to Council.
26. **Clerk contract** – edited as agreed in preparation for signing at November meeting.
27. **External auditor** provided information required to external auditor. No update from auditor as of 11 November.
28. Collected hard copy paperwork.
29. Contacted Oxfordshire History Centre re archive deposits.
30. Contacted HMRC re Council's employer status and updated system.
31. Updated WODC with new Clerk details.
32. Sent updates for website as required.
33. Purchased computer.
34. Processed new payments.
35. Attended CiLCA training.
36. Attended SLCC branch meeting.
37. Agenda and appendices for November created, published and circulated.