

Sandford St Martin Parish Council

CLERK REPORT

Period: From 04 September 2020 to 07 November 2020

1. **Bins left on pavements** – Note created to be distributed as appropriate.
2. **Payments** - approved payments processed.
3. **Finance updates** – finance system has been updated and circulated.
4. **Budget updates** – updates have been circulated.
5. **Bank reconciliations** – updates have been circulated.
6. **Planning update spreadsheet** – updated and circulated as required.
7. **Website** – updated as required.
8. **End of year accounts** – External auditor report and certificate not received as of 07/11.
9. **Payments** – payments made as per Scheduled Payments List.
10. **Risk Assessment** – risk assessment updated.
11. **New payments** - processed.
12. **Agenda and papers for November** - created, published and circulated.
13. **Clerk report** - written.
14. **September council meeting minutes** – written and draft published.
15. **Internal audit recommendations** – actions ongoing.
16. **Budget** – 2021-22 updated draft budget and notes.
17. **Employer COVID-19 Risk Assessment** – created.
18. **Internal auditor** – engaged for 2020-2021.
19. **Annual appraisal** – will take place in November.
20. **Zoom licence** – purchased.
21. **Councillor vacancy** – vacancy advertised. No election has been requested. Co-option process started. Vacancy information on website, and poster created for noticeboards.
22. **Low flying aircraft concerns** – Letter written to local Parish Councils, and sent to ENCON.
23. **Planning applications**- Council comments forwarded to LPA.
24. **Winter salt** – requested.
25. **Training** – Clerk attended Virtual SLCC National Conference.