CLERK REPORT

Period: From 07 November 2020 to 06 March 2021

1. **Payments -** approved payments processed.
2. **Finance updates** – finance system has been updated and circulated.
3. **Budget updates** – updates have been circulated.
4. **Bank reconciliations** – updates have been circulated.
5. **Planning update spreadsheet** – updated and circulated as required.
6. **Website** – updated as required.
7. **End of year accounts** – External auditor report and certificate published.
8. **Payments** – payments made as per Scheduled Payments List.
9. **New payments** - processed.
10. **Agenda and papers for March** - created, published and circulated.
11. **Clerk report** - written.
12. **November council meeting minutes** – written and draft published.
13. **Internal audit recommendations –** actions ongoing.
14. **Budget –** 2021-22 final budget created.
15. **Precept –** precept form completed and sent to WODC.
16. **Annual appraisal** – appraisal meeting held.
17. **Zoom licence** – purchased.
18. **Councillor vacancy** – co-option application received and processed.
19. **Training** –
SLCC Practitioner Conference
Wordpress-based websites
20. **Policies**Sickness and Absence Policy updated and uploaded to website
Disciplinary and Grievance Policy updated and uploaded to website
Equal Opportunities Policy updated and uploaded to website
Health and Safety Policy updated and uploaded to website
Document Storage, Retention and Destruction Policy updated and uploaded to website
Freedom of Information Scheme uploaded to website
Privacy Notice updated and uploaded to website
Privacy Notice councillors, staff and volunteers updated and uploaded to website
Privacy Policy uploaded to website
Requests for Information Policy uploaded to website
Data Protection Policy uploaded to website
Security Incident Response Policy uploaded to website
Grants and Donations Policy revised for review and approval
Policy review spreadsheet created
Standing Orders revised for review and approval
Habitual and Vexatious Complaints Policy created
Community Engagement Policy created
21. **Risk assessments –** actions required logged
22. **Website accessibility statement –** created on website
23. **Members allowances –** section created on website
24. **VAT –** VAT reclaim submitted
25. **Internal audit –** questionnaire completed and submitted
26. **Review of effectiveness of audit –** report completed
27. **Asset register**Asset register updated
Land assets investigated
Sandford assets photographed
28. **Pension –** investigated and report written
29. **Documents signing –** documents taken to Chairman for signature