CLERK REPORT

Period: From 12 September 2021 to 05 December 2021

1. **Agenda and papers for December** - created, published and circulated
2. **September council meeting minutes** – written and draft published
3. **Clerk report** – written
4. **Councillor vacancy** – co-option process started
5. **Policies**  
   a) Meeting risk assessment created  
   b) Grants and Donations policy updated
6. **Finance**a) Payments - approved payments processed  
   b) Monthly payroll 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) Scheduled payments – made as per approved list  
   g) Expenditure over £100 updated and uploaded to website  
   h) Reserves spreadsheet created
7. **Budget**a) Budget updates have been circulated  
   b) Draft budget and notes for 2022-23 updated
8. **Planning and enforcement**a) Planning spreadsheet – updated and circulated
9. **Website and mailboxes**  
   a) Website updated as required  
   b) Members allowances updated
10. **Training**a) SLCC national conference attended  
    b) OCC stakeholder workshop attended  
    c) SLCC branch meeting attended  
    d) Training information sent to Cllr North and training booked
11. **Administration**a) Council information poster updated – on noticeboard  
    b) Action Plan updated  
    c) Risk Assessment update  
    d) Report written – Clerk training request  
    e) Clerk TOIL taken  
    f) Mr Laing invited to December council meeting  
    g) Letter written to ENCON as per September meeting  
    h) Parish Warden details sent to Cllr North  
    i) Report written – OCC 20 mph zone scheme