

Sandford St Martin Parish Council

CLERK REPORT

Period: From 05 December 2021 to 15 March 2022

1. **Agenda and papers for March** - created, published and circulated
2. **December council meeting minutes** – written and draft published
3. **Clerk report** – written
4. **Parish Maintenance**
 - a) Three year mowing contract for Ledwell Village Green offered to KGS.
5. **Projects**
 - 5.1 20 mph zone for Sandford
 - a) Requested support from Cllr Graham
 - b) Website post – asked for comments from residents
6. **Policies**
 - a) Approved policies updated and uploaded to website
 - b) Virtual Meeting Procedure updated
 - c) Freedom of Information Scheme updated
 - d) Gift and Hospitality Register Guidance created
 - e) Expenses Policy created
 - f) Staff Recruitment and Retention Policy created
 - g) Reserves Policy created
7. **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) LGPS pension set up
 - i) Precept form completed and sent to WODC
 - j) VAT reclaim processed and sent
 - k) Internal Audit Review of Effectiveness 2020-21 created
 - l) Asset Register updated
 - m) Scheduled payments list for 2022-23 created
8. **Budget**
 - a) Budget updates have been circulated
 - b) Approved budget for 2022-23 published
 - c) Virement report created
 - d) Earmarked reserves and general reserve report created
9. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
 - b) LPA contacted regarding AirBnB's in the parish
 - c) LPA contacted regarding planning enforcement
10. **Website and mailboxes**
 - a) Website updated as required
 - b) Members allowances updated
11. **Training**
 - a) Experienced Clerk training booked and attended

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- b) Depositing record advice for Parish Councils booked and attended
 - c) SLCC Practitioner Conference booked and attended
 - d) SLCC branch meetings attended
 - e) Operation London Bridge briefing attended
 - f) Risk Management training attended
 - g) Parish Online training attended
12. **Administration**
- a) ICO Registration renewed
 - b) Parish Online purchased
 - c) Action Plan updated
 - d) Clerk annual leave taken