

Sandford St Martin Parish Council

CLERK REPORT

Period: From 17 May 2022 to 06 October 2022

1. **Agendas and papers for June and October Council Meeting** - created, published and circulated
2. **May and June council meeting minutes** – written and draft published
3. **Clerk report** – written
4. **Projects**
 - 4.1 Village Green Reports created
 - Map of Village Greens created
5. **Policies**
 - a) Approved policies and procedures updated and uploaded to website
 - b) Policies reviewed for council approval
6. **Finance**
 - a) Payments - approved payments processed
 - b) Monthly payroll and pension 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) Expenditure over £100 updated and uploaded to website
 - g) Notice of Exercise of Public Rights created and published.
 - h) Certificate of Exemption sent to Moore
 - i) Certificate of Exemption, AGAR and financial documents uploaded to website
 - j) Draft Review of Effectiveness of Internal Audit created
 - m) Unity Bank application form started
7. **Budget**
 - a) Budget updates have been circulated
 - c) Earmarked reserves and general reserve report updated
 - d) Draft budget for 2023-2024 created and notes written for October meeting
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) Civic Protocol briefing attended
 - b) SLCC branch meeting attended
 - c) WODC summit in Carterton attended
11. **Administration**
 - a) Clerk annual leave taken
 - b) Action Plan updated
 - c) Meeting papers created and reports written for Council Meeting
 - d) New insurance policy set up
 - e) Information sent out to new councillors
 - f) Minute book and financial record book returned to County Archive
 - g) Research undertaken and advice given regarding easement on Village Green
 - h) Letter to Take Flight Aviation written and sent
 - i) Letter to Encon written and sent

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- j) Civic Protocol activities undertaken
- k) Risk Assessment updated
- l) TOR for lead councillors and Finance and Governance created
- m) Reports created for meeting