

Sandford St Martin Parish Council

CLERK REPORT

Period: From 06 October 2022 to 07 December 2022

1. **Agendas and papers for December Council Meetings** - created, published and circulated
2. **October and December council meeting minutes** – written and drafts published
3. **Clerk report** – written
4. **Projects**
 - 4.1 Asset maps and photographs
 - Photographs taken
 - Draft maps created
 - 4.2 Unity Bank application
 - Application completed and sent
 - Application returned as Chairman information required
 - Request emailed to Chairman for information required
5. **Policies**
 - a) Approved policies and procedures updated and uploaded to website
 - b) Policies reviewed for council approval
 - c) Draft Dignity at Work Policy created
6. **Finance**
 - a) Payments - approved payments processed and signed
 - 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) Review of Effectiveness of Internal Audit signed and uploaded to website
 - f) Internal Auditor agreement of terms sent to IA for year ending March 2022
 - g) Backdated salary ref NJC April 2022 salary award calculated and applied
7. **Budget**
 - a) Budget updates have been circulated
 - b) Earmarked reserves and general reserve report updated
 - c) Draft budget for 2023-2024 updated for December meeting
8. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
 - b) Letter of support written to Sandford St Martin Cricket Club ref groundsman building
9. **Website and mailboxes**
 - a) Website updated as required
 - b) Members allowances updated
 - c) SSL certificate ordered, has been applied
10. **Training**
 - a) Scribifest online conference attended
 - b) SLCC branch meetings attended
 - c) SLCC National Conference attended
 - d) Emergency Planning training attended
 - e) Internal Auditor training attended
 - f) Training booked for councillors – Councillor Fundamentals, Planning
11. **Administration**
 - a) Action Plan updated
 - b) Meeting papers created and reports written for Council Meeting
 - c) Civility and Respect Pledge researched and paper written
 - d) New Code of Conduct revised for Parish Council approval