

Sandford St Martin Parish Council

CLERK REPORT

Period: From 07 December 2022 to 15 March 2023

1. **Agendas and papers for January, February and March Council Meetings** - created, published and circulated
PCC invited to March council meeting
2. **December and February council meeting minutes** – written and drafts published
3. **Clerk report** – written
4. **Projects**
 - 4.1 Unity Bank application – completed
Online banking set up
Cheque for £5000 returned ref signature
 - 4.2 Land at Parish Hall
 - a) Spelsbury Down Farm contacted regarding plan of rented land
Plan has not been found. SDF will keep me updated.
5. **Parish Maintenance**
 - a) Quotes requested for tree survey/tree work – Ledwell Village Green
6. **Policies**
 - a) Approved policies and procedures updated and uploaded to website
 - b) Policies reviewed for council approval
 - c) Draft Internal Financial Control policy created
 - d) Draft Internet Banking Payment procedure created
7. **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) Precept form completed and sent to WODC
 - f) Internal Audit questionnaire for 2022-23 completed and returned to internal auditor
 - g) VAT reclaim form completed and submitted
 - h) WODC advised of new bank account information for precept
8. **Budget**
 - a) Budget updates created and circulated
 - b) Earmarked reserves and general reserve report updated
 - c) Budget virement report created
 - d) Earmarked reserves update report created
9. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
 - b) Planning meeting organised for January and February
 - c) Planning objection letter ref 22/03415/FUL completed and sent to LPA
10. **Website and mailboxes**
 - a) Website updated as required
 - b) Members allowances updated
11. **Training**
 - a) SLCC branch meeting attended
 - b) SLCC National Forum attended
 - c) SLCC Practitioner Conference attended
 - d) Allotment Management training attended

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12. **Administration**

- a) Action Plan updated
- b) Meeting papers created for Council Meeting
- c) Civility and Respect Pledge form submitted
- d) Risk assessment updated
- e) Councillor vacancies published and paperwork completed
- f) Co-option advertised
- g) Asset register updated
- h) Annual leave and TOIL taken