

Sandford St Martin Parish Council

CLERK REPORT

Period: From 15 March 2023 to 20 May 2023

1. **Agendas and papers for May Council Meeting** - created, published and circulated
2. **March council meeting minutes** – written and draft published
3. **Clerk report** – written
4. **Projects**
 - 4.1 Land at Parish Hall
 - a) Spelsbury Down Farm contacted regarding plan of rented land
Plan has not been found. No update.
 - 4.2 Defibrillator
 - a) Research ref prices of replacement parts
 - b) Grant request made to the Thomas Giles Charity – advised will grant £1000 for works required
 - 4.3 Charging cables on pavements, parking on payments
 - a) Contacted TVP for information and advice
5. **Parish Maintenance**
 - a) Tree works on Ledwell Village Green, purchase order raised, works completed
6. **Policies**
 - a) Approved policies and procedures updated and uploaded to website
 - b) Policies reviewed for council approval
 - c) Standing Orders updated
 - d) Financial Regulations updated
7. **Finance**
 - a) Payments - approved payments signed and 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) Internal Audit account work completed, internal auditor meeting held
 - f) End of year account work completed
 - g) AGAR work completed – including Certificate of Exemption, Accounting Statements, explanation of variances, end of year bank reconciliations
 - h) Update expenditure over £100
 - i) Internal Financial Check meeting arranged and held.
 - j) Set up new accounting year systems
8. **Budget**
 - a) Budget updates created and circulated
 - b) Earmarked reserves and general reserve report updated
 - c) Earmarked reserves update report created
9. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
 - c) Planning application 22/03415/FUL – LPA determination meeting attended.
10. **Website and mailboxes**
 - a) Website updated as required
 - b) Members allowances updated
11. **Training**
 - a) SLCC branch meeting attended
 - b) VAT partial exemption training attended
 - c) VAT for unregistered councils training attended

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- d) Property law for town and parish councils training attended
- e) Introduction to the Community Governance Course session attended

12. **Administration**

- a) Action Plan updated
- b) Meeting papers created for Council Meeting
- c) Asset register updated
- d) Parish Hall booking changed ref change of May meeting date
- e) Appraisal meeting arranged and held
- f) Asset check completed
- g) Annual Parish Meeting arranged
- h) Annual Parish Meeting agenda created
- i) Invites sent to community groups to attend the Annual Parish Meeting