

Sandford St Martin Parish Council

CLERK REPORT

Period: From 20 May 2023 to 01 October 2023

1. **Agendas and papers for October Council Meeting** - created, published and circulated
2. **May council meeting minutes** – written and draft published
3. **Clerk report** – written
4. **Projects**
 - 4.1 Land to rear of Parish Hall
 - a) Laws & Fiennes have not been able to find a plan of the area rented by the PC. A plan of the relevant cadastral parcel has been sourced. The Land Registry title and plan have been identified from this.
 - 4.2 Defibrillator
 - a) Grant has been received from the Thomas Giles Charity
 - b) New defibrillator cabinet purchased, installation is being organised.
 - 4.3 Insurance claim
 - a) Insurance claim made for broken village gate to north of Sandford St Martin
 - 4.4 Parish Hall broadband
 - a) Sandford Park asked for permission to install Wurzel broadband pole on fence to rear of Parish Hall. Information required from Wurzel, Cllr Catling asked to obtain information
 - b) Cllr Catling asked to obtain quotation from Wurzel listing options
 - 4.5 OCC 20 mph consultation
 - a) Consultation notice uploaded to website
5. **Parish Maintenance**
 - a) Land to rear of Parish Hall checked – unlogged assets found on land.
 - b) Winter salt ordered -to be delivered to Ledwell
6. **Policies**
 - a) Approved policies and procedures updated and uploaded to website
 - b) Policies reviewed for council approval
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) AGAR and end of year documents uploaded to website
 - f) Certificate of Exemption uploaded to website and posted on noticeboard
 - g) Notice of Public Rights created, uploaded to website and posted on noticeboard
 - h) Certificate of Exemption emailed to Moore, external auditor
 - g) Expenditure over £100 updated
 - h) Review of effectiveness of internal audit carried out
8. **Budget**
 - a) Budget updates created and circulated
 - b) Earmarked reserves and general reserve report updated
 - c) Draft budget for 2024-2025 created and draft budget report written
9. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
10. **Website and mailboxes**
 - a) Website updated as required
 - b) Members allowances updated

Sandford St Martin Parish Council

11. **Training**

- a) SLCC branch meetings attended
- b) OCC County Day attended
- c) Scribefest attended
- d) Procurement training attended
- e) Playground inspection training attended

12. **Administration**

- a) Action Plan updated
- b) Draft Action Plan for 2024-2025 created
- c) Meeting papers created for Council Meeting
- d) Lead councillor for finance and governance TOR created
- e) Insurance renewed
- f) Annual Parish Meeting attended
- g) Parish Hall bookings made for the year
- h) Risk Assessment reviewed for October meeting
- i) Asset register updated
- j) Co-option papers scanned and circulated to Council
- k) Eoghan Concannon invited to October or December council meeting
- l) Parish Hall booked for village meeting – 16th October