

# Sandford St Martin Parish Council

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## CLERK REPORT

Period: From 01 March 2024 to 13 May 2024

1. **Agendas and papers for May Council Meeting** - created, published and circulated
2. **March council meeting minutes** – written and draft published
3. **Annual Parish Meeting** – agenda created and published, invites sent
4. **Clerk report** – written
5. **Projects**
  - 5.1 Insurance claim – Village Gates
    - a) Insurer has acknowledged that the claim is valid and has requested an estimate. Price for the gate has been obtained. Price for the gate installation has been requested
  - 5.2 Parish Hall broadband
    - a) Approval for installation requested from PCC/PHMC.
    - b) Wurzel ready to install once approval has been obtained
    - c) Grant, £225, requested and received from OCC Cllr Priority Fund towards installation cost
6. **Policies**
  - a) Approved policies and procedures updated and uploaded to website
  - b) Policies reviewed for council approval
  - c) Pension Discretionary Policy sent to OCC Pension department
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) Expenditure over £100 updated
  - f) Internal audit governance questionnaire completed and returned to internal auditor
  - g) End of year accounting statement completed
  - h) End of year bank reconciliation completed
  - i) End of year reserves report completed
  - j) End of year variances completed
  - k) AGAR accounting statements completed
  - j) Internal audit accounting papers collated and sent to internal auditor
  - k) Meeting held with internal auditor
  - l) New accounting year systems and procedures set up
8. **Budget and reserves**
  - a) Budget update created and circulated
  - b) Earmarked reserves and general reserve report updated
9. **Planning and enforcement**
  - a) Planning spreadsheet – updated
  - b) Cllr Maynard emailed regarding Conservation Areas and officers who are responsible, follow up emails sent
10. **Website and mailboxes**
  - a) Website updated as required
  - b) Members allowances updated
11. **Training**
  - a) SLCC branch meetings attended
  - b) OCC County Day attended

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c) Managing projects and major work programmes training attended

12. **Administration**

a) Action Plan updated

b) Meeting papers created for Council Meeting

c) Annual leave taken

d) Election notices and papers published

e) Document retention and destruction carried out