

Chadlington Parish Council

CLERK REPORT

Period: From 24 January 2022 to 13 March 2022

1. **Agenda and papers for meeting on 04 March** - created, published and circulated
2. **Agenda and papers for meeting on 14 March** – created, published and circulated
3. **March 04 council meeting minutes** – written and draft published
4. **Clerk report** – written
5. **Parish Maintenance**
 - a) Broken wall reported to Hannay Trust managers
 - b) Grass cutting quotation requested
6. **Playground**
 - a) Playground inspection sheet created
 - b) Playground inspections carried out
 - c) Prices requested for playground equipment
 - d) Prices requested for repair of playground equipment
 - e) Prices obtained for picnic benches
7. **Policies**
 - a) Draft Standing Orders created
 - b) Draft Financial Regulations created
 - c) Draft Code of Conduct created
 - d) Draft Expenses Policy created
 - e) Draft Reserves Policy created
 - f) Draft Staff Recruitment and Retention Policy created
 - g) Draft Virtual Meeting Procedure created
 - h) Draft Business Continuity Policy created
 - i) Draft Compliments and Complaints Form created
 - j) Draft Disciplinary and Grievance Policy created
 - k) Draft Health and Safety Policy created
 - l) Draft Sickness and Absence Policy created
 - m) Draft Equal Opportunities Policy created
 - n) Draft Training and Development Policy created
 - o) Draft Security Incident Response Policy created
 - p) Draft Requests for Information Policy created
 - q) Draft Document Storage, Retention and Destruction Policy created
 - r) Draft Data Protection Policy created
 - s) Draft Privacy Policy created
 - t) Draft Habitual or Vexatious Requests Policy created
 - u) Draft Community Engagement Policy created
 - v) Draft Freedom of Information Scheme created
 - w) Draft Co-option Policy created
 - x) Draft Co-option Form created
 - y) Draft Press and Media Policy created
 - z) Draft Grants and Donations Policy created
 - aa) Draft General Privacy Notice created
 - ab) Draft Privacy Notice – staff, councillors, role holders created
 - ac) Draft Complaints Procedure created
8. **Finance**
 - a) Internal auditor – organised for year ending March 2022

Chadlington Parish Council

- b) Accounts spreadsheets updated
 - c) Reserves and EMR updated
 - d) Bank reconciliations – carried out
 - e) New payments – processed for meeting
 - f) Expenditure over £100 report created
 - g) Payroll being outsourced.
9. **Budget**
- a) Budget update created
 - b) Budget virement report created
10. **Planning and enforcement**
- a) Planning spreadsheet – updated and circulated
11. **Website and mailboxes**
- a) Website updated
12. **Training**
- a) SLCC Practitioner Conference attended
 - b) Risk Management training attended (via Leafield)
 - c) SLCC Branch meeting attended
 - d) Employer training booked for Cllr Moore
13. **Administration**
- a) ICO Registration application completed
 - b) OCC 20 mph zone limit paper created
 - c) Council information poster updated – on noticeboard
 - d) Clerk handover completed
 - e) Risk Assessment updated
 - f) Asset Register updated
 - g) Project list created and updated
 - h) Reports created for meetings
 - Traffic survey
 - Speed Indication Devices
 - Tree survey
 - Parish Online
 - Facebook
 - Email addresses for councillors
 - Website
 - Landscapes Review
 - s137
 - Unity Bank
 - OCC 20mph zones
 - grass cutting
 - i) Election notices etc published as required
 - j) Land ownership query regarding The Stocks investigated and resolved.
 - k) Employment contract agreed and signed
 - l) Hall booked for Extraordinary council meeting
 - m) Stationery purchased
 - n) Dropbox updated
 - o) Poll cards requested for election
 - p) Change of Clerk details given to statutory and regulatory bodies
 - q) Parish Online account set up