

Chadlington Parish Council

CLERK REPORT

Period: From 13 March 2022 to 08 May 2022

1. **Agenda and papers for meeting on 01 April** - created, published and circulated
2. **Agenda and papers for meeting on 09 May** – created, published and circulated
3. **March 14 and April 01 council meeting minutes** – written and drafts published
4. **Clerk report** – written
5. **Parish Maintenance**
 - a) Purchase order to Ubico Ltd for playground grass cutting created and sent
 - b) Reports made to FMS
6. **Playground**
 - a) Playground inspections carried out
 - b) Prices requested for playground equipment
 - c) Prices requested for repair of playground equipment
 - d) Site visits with playground contractors
 - e) Annual independent playground inspection booked
7. **Policies**
 - a) Policies, procedures and notices approved at March council meeting updated and uploaded to website
 - b) Draft Term of Office of Chairman policy created
8. **Finance**
 - a) Internal auditor – first questionnaire completed and returned
 - b) Internal auditor meeting booked
 - c) 2021/22 accounts spreadsheets updated
 - d) 2022/23 accounts spreadsheet set up
 - e) 2021/22 reserves and EMR updated
 - f) 2022/23 reserves and EMR set up
 - d) Bank reconciliations – carried out
 - e) New payments – processed for April and May meetings
 - f) Internal Financial Checklist created
 - g) Internal Financial Check carried out by councillor
9. **Budget**
 - a) 2021-22 budget updated
 - b) 2021-22 budget virements applied
 - c) Budget sheet for 2022-23 created
 - d) 2022-23 budget update created
10. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
 - b) Application 22/00371/HHD – comment written and sent
 - c) Application 22/00514/HHD – comment written and sent
 - d) Application 22/00613/FUL – comment written and sent
11. **Website and mailboxes**
 - a) Website updated
 - b) Quotations for new website obtained
12. **Training**
 - a) NALC Legal Update training attended (via Spelsbury)

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- b) Chairmanship training booked
 - c) Induction training planning, preparation and notes created
 - d) Induction training for councillors carried out
13. **Administration d.**
- a) Reports created for meetings
 - Clerk's hours
 - Training
 - Website providers
 - ...- Insurance review
 - Review of annual accounts to 31 March 2022
 - Maintenance and administration contracts and agreements
 - Scheduled payments list
 - Standing Orders and Direct Debits
 - b) Dropbox updated
 - c) Payroll contract completed and sent
 - d) Insurance review started, and documents requested
 - e) APM agenda and meeting preparation
 - f) Clerk probation appraisal took place
14. **Assets**
- a) Asset inspection with councillor took place – 22 March 2022
 - b) Asset register updated