

Chadlington Parish Council

CLERK REPORT

Period: From 08 May 2022 to 11 July 2022

1. **Agenda and papers for meeting on 13 June** - created, published and circulated
2. **Agenda and papers for meeting on 11 July** – created, published and circulated
3. **May 09 and June 13 council meeting minutes** – written and drafts published
4. **Clerk report** – written
5. **Playground**
 - a) Playground inspections carried out
 - b) Action List created
 - c) Replacement toddler swing seats ordered
 - d) Annual independent playground inspection confirmed for July 2022
 - e) Prices requested for playground equipment
 - f) Playground site meeting arranged and held with councillors
 - g) Quotation for tree survey requested
6. **Policies**
 - a) Policies for review July meeting checked and overview document created
7. **Finance**
 - a) Internal auditor meeting held
 - b) Meeting arranged and held with councillors to discuss internal audit report 2021/22
 - c) End of year accounts completed including bank reconciliation and variances
 - d) Bank reconciliations carried out
 - e) General reserves and earmarked reserves updates carried out
 - f) Payments approved at May and June meetings processed and sent
 - g) Finance updates carried out
 - h) Request sent to Jane Olds to undertake internal audit for year ending 31 March 2023
 - i) Expenditure over £100 updated and uploaded to website
 - j) AGAR forms completed including Certificate of Exemption and Notice of Exercise of Public Rights
 - k) AGAR documents and associated paperwork uploaded to website
 - l) Notice of Exercise of Public Rights posted on noticeboard
 - m) Certificate of Exemption and PR dates emailed to Moore
 - n) Report and action plan following internal auditor recommendations created
8. **Budget**
 - a) Budget meeting held with councillors
 - b) Budget updates carried out
 - c) Revised 2022/23 budget created for approval
9. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
 - b) Application 22/01147/FUL– objection written and sent
10. **Website and mailboxes**
 - a) Website updated
11. **Administration**
 - a) Reports created for meetings
 - Planter maintenance
 - SID locations
 - SID options
 -- Playground refurbishment project

Chadlington Parish Council

- Training opportunities
- b) Dropbox updated
- c) APM attended and minutes taken
- d) Advised suppliers and contractors of updated contact details
- e) Pension forms requested from OCC
- f) Annual leave taken
- g) Draft TORs created
 - Climate Emergency and Biodiversity Working Group
 - Village Plan Working Group
 - Lease and Trusts Administration Working Group
 - Lead Councillors
- h) New Councillor code of conduct reviewed