

Chadlington Parish Council

CLERK REPORT

Period: From 12 March 2023 to 13 May 2023

1. **Council meetings**
 - a) Agenda and papers for meeting on 17 April and 15 May created, published and circulated
 - b) Meeting minutes of 13 March and 17 April council meeting written and draft published
 - c) Annual Parish Meeting attended
2. **Clerk report** – written
3. **Playground**
 - a) Playground inspections carried out
 - b) Playground Maintenance Working Group meeting attended
 - c) Tree survey received
4. **Policies**
 - a) Policies for review at May meeting checked and overview document created
 - b) Standing Orders updated
 - c) Financial Regulations updated
 - d) Approved policies updated and uploaded to website
5. **Finance**
 - a) Payments approved at March and April meetings processed and sent
 - b) Finance updates carried out
 - c) Bank reconciliations carried out
 - d) Budget updates carried out
 - e) Reserve and earmarked reserves updates carried out
 - f) Earmarked reserves updated
 - g) Internal audit accounting work completed and sent to auditor
 - h) Internal audit meeting held
 - i) Complete end of year accounts
 - j) Pension and payroll processed
 - h) AGAR forms completed
 - i) End of year bank reconciliation created
 - j) Explanation of variances and reserves written
 - k) New accounting year systems set up
6. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
 - b) Planning appeal hearing attended on 14th and 15th March
 - c) Planning comment written ref 23/00463/FUL
7. **Website and mailboxes**
 - a) Website updated
8. **Administration**
 - a) Reports created for meetings
 - Playground contract variation
 - Play bark
 - Snagging list following playground works
 - Delegated authority for parish maintenance
 - Mailboxes
 - Delegated authority for defibrillators

Chadlington Parish Council

- Livestock and poultry on the allotment
- Existing working groups
- Existing lead councillors
- Arrangements with other bodies
- Land inventory
- Insurance policy
- Council and staff subscriptions to other bodies
- Maintenance and administration contracts and agreements
- Annual finance papers for ACM
- Playground Maintenance Working Group update
- Playground tree works
- Finance reports for ACM

b) Dropbox updated

c) National Allotment Society membership set up

d) Annual Parish Meeting agenda created

e) Annual leave taken

f) Scheme of delegation for Clerk created

g) Clerk appraisal attended

h) Asset register updated

i) 2023-24 Action Plan updated and uploaded to website

9. **Training and Development**

a) VAT part exemption training attended

b) VAT for non-registered councils training attended

10. **Projects**

a) Playground refurbishment phase one

- Removal of old equipment completed

- Contract variation agreed with Caloo Ltd

- New equipment installed by Caloo Ltd

- Play bark ordered, and spread by Working Party

- Risk assessment created for Working Party

- Quote request sent for works referenced in snagging list

11. **Allotments**

a) Landlord contacted regarding livestock and poultry on the allotments

b) Landlord contacted regarding installing a water supply on the allotments