

Chadlington Parish Council

CLERK REPORT

Period: From 05 July 2023 to 08 August 2023

1. **Council meetings**
 - a) Agenda and papers for meeting on 14 August created, published and circulated
 - b) Meeting minutes of 10 July council meeting written and draft published
2. **Clerk report** – written
3. **Playground**
 - a) Playground inspections carried out
 - b) Payment for benches sent. Bench delivery being organised
 - c) Letter written to neighbour regarding trees bordering the playground
4. **Parish Maintenance**
 - a) Speed Indication Device moved to new position
 - b) Extra mowing request for The Stocks sent to WODC, extra mowing carried out
 - c) Clerk approached another Council regarding selling the planters.
5. **Policies**
 - a) Policies reviewed at July meeting updated and uploaded to website
6. **Finance**
 - a) Payments approved at July meeting processed and sent
 - b) Finance updates carried out
 - c) Bank reconciliation carried out
 - d) Budget update carried out
 - e) Reserve and earmarked reserves updates carried out
 - f) Pension and payroll processed
7. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
8. **Website and mailboxes**
 - a) Website updated as required
9. **Administration**
 - a) Reports created for meetings
 - Allotment Working Group report
 - Leases and Trusts Administration Working Group report
 - Finance report
 - Staffing matters report
 - b) Dropbox updated
 - c) Noticeboard updated
 - d) Risk assessment updated and uploaded to website
 - e) Research undertaken and reports written for project management and priority discussion
 - f) Clerk annual leave taken
10. **Training and Development**
 - a) SLCC meetings attended
11. **Projects**
 - a) Playing Field lease – solicitor report received and forwarded to working group. Report written for council meeting.
12. **Allotments**
 - a) Water supply costs received. Report written for council meeting.
 - b) Working Group TOR updated and uploaded to website.