

Chadlington Parish Council

CLERK REPORT

Period: From 08 August 2023 to 08 September 2023

1. **Council meetings**
 - a) Agenda and papers for meeting on 11 September created, published and circulated
 - b) Meeting minutes of 14 August council meeting written and draft published
 - c) Change of venue arranged – Bowls Club booked for September and October meetings
2. **Clerk report** – written
3. **Playground**
 - a) Playground inspections carried out
 - b) Benches delivered and put together
 - c) Caloo contacted regarding equipment maintenance
 - d) Playground Maintenance Working Group meeting attended
4. **Parish Maintenance**
 - a) Meeting held with WODC regarding The Stocks mowing schedule for 2024
 - b) Indicative cost of mowing some of the verges in 2024 obtained from contractor
 - c) Jubilee clips purchased for SID brackets
5. **Policies**
 - a) Policies reviewed for September meeting
6. **Finance**
 - a) Payments approved at August 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
 - g) External auditor report received – uploaded to website
 - h) Notice of conclusion of audit created, uploaded to website, posted on noticeboard
7. **Planning and enforcement**
 - a) APP/D3125/W/2/3320109 – objection written and sent
 - b) Planning spreadsheet – updated and circulated
8. **Website and mailboxes**
 - a) Website updated as required
9. **Administration**
 - a) Reports created for meetings
 - Playground bin
 - Allotment rent
 - Finance report
 - b) Dropbox updated
 - c) Noticeboard updated
 - d) Risk assessment reviewed and updated
 - e) Clerk annual leave taken
10. **Training and Development**
 - a) SLCC branch meeting attended
11. **Action Plan**
 - a) Draft action plan for 2024-2025 created
12. **Budget**
 - a) Draft budget for 2024-2025 created
 - b) Draft budget report created