

# Chadlington Parish Council

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## CLERK REPORT

Period: From 09 May 2024 to 04 June 2024

1. **Council meetings**
  - a) Agenda and papers for Council Meeting on 04 June created, published and circulated
  - b) Meeting minutes of 13 May council meeting written and draft published
  - c) Hall booked for council meeting to May 2025
  - d) Meeting schedule for 2024-2025 sent to OCC and WODC councillors
2. **Clerk report** – written
3. **Playground**
  - a) Playground inspections carried out
  - b) Repair work carried out on picnic bench
  - c) Purchase order raised for repair to climbing triangle
  - d) Councillors asked to join the playground inspection schedule
  - e) Contractor contacted re disposal of old toddler slide
  - f) Contractor contacted for quote to remove chain pull beside slide and concrete tunnel
4. **Allotments**
  - a) Posts and number tags received to create number posts for allotment plots
  - b) Cllr Duckworth contacted to arrange date for allotment inspections
5. **Memorial Hall triangle**
  - a) Purchase order raised for safety tree works
  - b) Research undertaken regarding trustee types and responsibilities
6. **Sports Field lease**
  - a) Update on the two leases requested from solicitor
7. **The Stocks**
  - a) Councillors asked to photograph the mowing layout
8. **Parish maintenance**
  - a) Quote for strimming requested from Ubico
9. **Policies**
  - a) Policies updated and uploaded to website
10. **Finance**
  - a) Payments approved at May meeting being processed
  - b) Finance updates carried out
  - c) Pension and payroll processed
  - d) Payments processed for June meeting
  - e) AGAR forms completed
  - f) Accompanying documents for AGAR created
  - g) Unaudited accounts statement written
  - h) Notice of Exercise of Public Rights form completed
  - i) AGAR and accompanying documents emailed to Moore
  - j) AGAR and end of year documents posted on website
  - k) Notice of Exercise of Public Rights posted on website and noticeboard
  - l) Councillors asked for personal information for Unity Trust Bank account application
  - m) Mandate form for HSBC sourced
11. **Planning and enforcement**
  - a) Planning spreadsheet – updated and circulated
12. **Website and mailboxes**
  - a) Website updated as required

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## 13. **Administration**

- a) Dropbox updated, councillor access updated
- b) Noticeboard updated
- c) Annual leave taken
- d) Post election notices posted on noticeboard
- e) Inhouse training paperwork created
- f) Councillor ROIs scanned and originals sent to WODC
- g) Councillor election expenses forms sent to WODC
- h) Filing cabinet at Memorial Hall emptied and contents brought home
- i) Documentation storage, retention and destruction carried out
- j) Co-option application documents issued as requested
- k) Spare noticeboard key given to Cllr Kelshiker
- l) Councillors contacted re working group meeting dates

## 14. **Training and Development**

- a) Assets training date attended
- b) Resilience training booked