

Chadlington Parish Council

CLERK REPORT

Period: From 06 August 2024 to 06 September 2024

1. **Council meetings**
 - a) Agenda and papers for Council Meeting on 09 September created, published and circulated
 - b) Meeting minutes of 12 August council meeting written and draft published
2. **Clerk report** – written
3. **Playground**
 - a) Playground inspections carried out
 - b) Cable ties purchased for fence repairs
4. **Playground Maintenance Working Group**
 - a) Playground Maintenance Working Group meeting attended
5. **Sports Field lease**
 - a) Draft underlease received from solicitor and circulated to working group for comment
6. **Community**
 - a) Meeting held with OCC Highways Engagement Officer
7. **Policies**
 - a) Policies updated and uploaded to website
 - b) Policies reviewed for September meeting
8. **Finance**
 - a) Finance updates carried out
 - b) Pension and payroll processed
 - c) Payments processed for September meeting
 - d) Internal auditor – internal auditors researched, quotation requests sent, quotations received, paper written for September meeting
 - e) Notice of conclusion of audit written and published
 - f) Review of effectiveness of internal audit written
 - g) Draft budget for 2025-2026 created
9. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
 - b) Objection comment sent re planning appeal 3344303
10. **Website and mailboxes**
 - a) Website updated as required
11. **Administration**
 - a) Dropbox updated
 - b) Noticeboard updated
 - c) Annual leave taken
 - d) Draft Action Plan for 2025-2026 created
12. **Training**
 - a) Hall booked for councillor training in September
13. **Project – playground refurbishment**
 - a) Quotations for phase 2 requested from seven companies
 - b) Site meetings arranged with four companies
 - c) Site meetings held with four companies