

# Chadlington Parish Council

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## CLERK REPORT

Period: From 04 February 2025 to 04 March 2025

1. **Council meetings**
  - a) Agenda and papers for council meeting on 10 March created, published and circulated.
  - b) Meeting minutes of 10 February council meeting written and draft published.
2. **Clerk report** – written.
3. **Playground**
  - a) Playground inspections carried out.
  - b) Purchase order raised for the 2025 mowing contract.
4. **Sports Field lease**
  - a) Communications with solicitor regarding fees.
5. **Parish Maintenance**
  - a) WODC contacted regarding a revised mowing schedule for The Stocks.
  - b) PC set up as the guardian for the Memorial Hall defibrillator with The Circuit. New paediatric pads purchased for the defibrillator.
6. **Allotments**
  - a) Rent reminder letters sent.
  - b) Tenants advised regarding rent overpayments.
  - c) Prospective tenants contacted regarding site meetings.
7. **Policies**
  - a) Policies updated and uploaded to website.
8. **Finance**
  - a) Finance updates carried out.
  - b) Pension and payroll processed.
  - c) Payments processed for March meeting.
  - d) Internal audit work – checksheet and documents sent to internal auditor. Interim internal audit report received and circulated to councillors.
  - e) VAT126 reclaim completed and sent to HMRC.
9. **Planning and enforcement**
  - a) Planning spreadsheet – updated and circulated.
10. **Website and mailboxes**
  - a) Website updated as required.
11. **Administration**
  - a) Dropbox updated.
  - b) Noticeboard updated.
  - c) Paperwork – retention and destruction.
  - d) Annual leave taken.
  - e) Councillors reminded that asset inspection needs to take place before the end of March.
  - f) ICO registration details updated.
12. **Training and CPD**
  - a) SLCC Experienced Clerk training attended.
  - b) SLCC branch meeting attended.
13. **Project – playground refurbishment (phase two)**
  - a) New equipment and surface has been installed.
  - b) Insurance contacted to add new equipment and surface to policy.
  - c) Contractor to arrange reinstatement works to surface near the entrance.