

Chadlington Parish Council

CLERK REPORT

Period: From 07 May 2025 to 03 June 2025

1. **Council meetings**
 - a) Agenda and papers for council meeting on 09 June created, published and circulated.
 - b) Meeting minutes of 12 May council meeting written and draft published.
2. **Clerk report** – written.
3. **Playground**
 - a) Playground inspections carried out.
4. **Parish Maintenance**
 - a) Memorial Hall defibrillator checked.
5. **Finance**
 - a) Finance updates carried out.
 - b) Payments processed for June meeting.
 - c) End of year accounts work carried out for External Audit
 - d) AGAR forms completed following ACM
 - e) Documents completed for External Auditor.
 - f) AGAR and accompanying documents sent to External Auditor.
 - g) AGAR and accompanying documents uploaded to website.
 - h) Notice of Exercise of Public Rights published on website and posted on noticeboard.
 - i) Extra work carried out for External Auditor as requested.
6. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated.
7. **Website and mailboxes**
 - a) Website updated as required.
8. **Administration**
 - a) Dropbox updated.
 - b) Noticeboard updated.
 - c) Paperwork – retention and destruction.
 - d) Annual leave taken.
 - e) Projects and priorities for 2025-2026 discussion.
 - f) Clerk annual appraisal completed.
 - g) Hall booked for 2025-2026 meetings.
9. **Training and CPD**
 - a) SLCC meeting attended.
10. **Project – Sports Field lease**
 - a) Emails with solicitor regarding sub-lease.
11. **Project – The Stocks**
 - a) Agreement made with WODC regarding advertisement of disposal of land.