

Sandford St Martin Parish Council

CLERK REPORT

Period: From 17 September 2024 to 09 December 2024

1. **Agendas and papers for December Council Meeting** - created, published and circulated
2. **September council meeting minutes** – written and draft published
3. **Clerk report** – written
4. **Parish Maintenance**
 - a) Councillors asked for suggestions for alternative contractors for Ledwell Village Green mowing
 - b) Remote meeting held with OCC Highways Engagement Officer
 - c) Winter salt ordered from OCC
 - d) OCC contacted regarding VAS by Parish Hall
5. **Projects**
 - 5.1 Insurance claim – Village Gates
 - a) ODS have advised gate has been installed
 - 5.2 Parish Hall broadband
 - a) Broadband has been installed by Wurzel
6. **Policies**
 - a) Approved policies and procedures updated and uploaded to website
 - b) Policies reviewed for council approval
 - c) New Financial Regulations drafted for council consideration at December meeting
 - d) Draft Sexual and General Harassment Policy created for council consideration at December meeting
7. **Finance**
 - a) Payments - approved payments signed and processed
 - b) Monthly payroll and pension duties completed
 - c) Finance updates – finance system has been updated and circulated
 - d) Bank reconciliations – carried out and circulated
 - e) Expenditure over £100 updated
 - f) Pension Regulator redeclaration completed
8. **Budget and reserves**
 - a) Budget update created and circulated
 - b) Earmarked reserves and general reserve report updated
 - c) Draft budget and notes for 2025-2026 created
9. **Planning and enforcement**
 - a) Planning spreadsheet – updated
 - b) Response received from WODC Cllr Ashton regarding Conservation Areas and circulated to councillors
10. **Website and mailboxes**
 - a) Website updated as required
 - b) Members allowances updated
 - c) New website and mailboxes being set up with Parish Online
11. **Training**
 - a) SLCC branch meetings attended
 - b) Scribefest attended
 - c) SLCC National Conference attended
 - d) Financial Regulations and VAT training attended
 - e) NALC Legal Update training attended
 - f) Place booked for SLCC Practitioners' Conference

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12. **Administration**
 - a) Action Plan updated
 - b) Meeting papers created for Council Meeting
 - c) Annual leave taken
 - d) Document retention and destruction carried out