

Sandford St Martin Parish Council

CLERK REPORT

Period: From 09 December 2024 to 15 March 2025

1. **Agendas and papers for December Council Meeting** - created, published and circulated
2. **December council meeting minutes** – written and draft published
3. **Clerk report** – written
4. **Parish Maintenance**
 - a) Quotations obtained for Ledwell Village Green mowing – purchase order raised for 2025 contract
 - b) Cllr North advised that drain issues by Ledwell Village Green need to be reported on FixMyStreet
 - c) Quotations obtained for removal of Silver Birch on Ledwell Village Green, purchase order raised.
 - d) Quiet Lanes investigated and OCC contacted
5. **Policies**
 - a) Approved policies and procedures updated and uploaded to website
 - b) Policies reviewed for council approval
6. **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) Precept form completed and sent to WODC
 - g) Standard payments processed.
 - h) VAT 125 refund form completed and sent
7. **Budget and reserves**
 - a) Budget update created and circulated
 - b) Earmarked reserves and general reserve report updated
 - c) Approved 2025-26 budget uploaded to website
 - d) Budget virement report created
 - e) Reserves transfer report created
8. **Planning and enforcement**
 - a) Planning spreadsheet – updated
 - b) Letter from Cllr North sent to WODC Cllr Ashton
 - c) Invitation sent to WODC for a Conservation Area Officer to attend a PC meeting
9. **Website and mailboxes**
 - a) Website updated as required
 - b) New website set up and updated
 - c) New mailboxes set up for clerk and councillors
10. **Training**
 - a) SLCC branch meetings attended
 - b) Leading your council training attended
 - c) SLCC Practitioners’ Conference attended
 - d) Experienced Clerk refresher training attended
 - e) Community led plans training attended
11. **Administration**
 - a) Action Plan updated
 - b) Meeting papers created for Council Meeting

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- c) Annual leave taken
- d) Document retention and destruction carried out
- e) Contacts, suppliers etc advised of new email address
- f) Notice for noticeboard updated ref new website and email address
- g) ICO registration information updated
- h) Internal audit work started, interim internal audit carried out by IA, report circulate to councillors
- i) Asset register updated