

# Sandford St Martin Parish Council

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## CLERK REPORT

Period: From 14 March 2026 to 19 May 2026

1. **Agenda and papers for May Council Meeting** – created, published and circulated.
2. **March council meeting minutes** – written and draft published.
3. **Clerk report** – written.
4. **Parish Maintenance**
  - a) Drainage repair work by Ledwell Village Green – new contractor approached, new quotation received.
  - b) Physical inspection of assets in Sandford St Martin undertaken with Cllr Wheeler-Booth.
  - c) New defibrillator pads purchased and replaced in Parish Hall defibrillator.
  - d) OCC portal access to report PROW issues sent to councillors.
5. **Policies**
  - a) Approved policies and procedures updated and published on website.
  - b) Policies reviewed and updated as required for council approval.
6. **Finance**
  - a) Payments - approved payments 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) Budget updates carried out.
  - f) Reserves updates carried out.
  - g) VAT 126 refund received.
  - h) Internal financial control documents sent to Cllr Catling.
  - i) End of year finance procedures carried out.
  - j) New accounting year systems set up.
  - k) Budget virements and reserve transfers applied.
  - l) AGAR and accompanying documents completed.
7. **Planning and enforcement**
  - a) Planning spreadsheet – updated.
8. **Website and mailboxes**
  - a) Website updated as required
9. **Clerk training and CPD**
  - a) SLCC branch meetings attended.
10. **Administration**
  - a) Action Plan updated.
  - b) Meeting papers created for Council Meeting.
  - c) Document retention and destruction carried out.
  - d) Annual leave taken.
  - e) Clerk appraisal held.
  - f) Asset register updated.
  - g) Internal audit checklist and documents sent to internal auditor. Internal auditor certificate and report received.
  - h) Notice of elections posted on website, and notices sent to Cllr Wheeler-Booth for noticeboard.
  - i) Listed Building and Conservation Area training booked for Cllr North.
  - h) Insurance quotation and indicative prices obtained.
11. **Communications**
  - a) Local Government Reorganisation response sent on behalf of Council.

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b) Alpine contacted to request employees are advised of concerns of traffic speed in the parish.

12. **Project – Replacement noticeboard in Sandford St Martin**

a) Quotation and indicative prices obtained from three companies for 2 bay, oak, wallmounted noticeboard – supply only, to replace the noticeboard by the church.