

Sandford St Martin Parish Council

CLERK REPORT

Period: From 19 May 2026 to 15 September 2026

1. **Agenda and papers for September Council Meeting** – created, published and circulated.
2. **May council meeting minutes** – written and draft published.
3. **Clerk report** – written.
4. **Parish Maintenance**
 - a) Drainage repair work by Ledwell Village Green – purchase order raised, works due to take place this autumn.
5. **Policies and formal documents**
 - a) Approved policies and procedures updated and published on website.
 - b) Policies reviewed and updated as required for council approval.
 - c) Documents approved at Annual Council Meeting updated and uploaded to website.
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) AGAR completed, Certificate of Exemption sent to external auditor, documents published as required on website and noticeboards.
 - h) Notice of Exercise of Public Rights published on website and noticeboards.
 - i) Login created on SAAA portal.
 - j) Research undertaken and report written regarding savings account options.
 - k) Draft budget for 2027/28 created.
7. **Planning and enforcement**
 - a) Planning spreadsheet – updated.
 - b) Research requested by Planning Enforcement completed and sent.
8. **Website and mailboxes**
 - a) Website updated as required
9. **Clerk training and CPD**
 - a) SLCC branch meetings attended.
 - b) Listed Buildings and Conservation Areas training attended.
 - c) Talking Tables training attended.
 - d) How can parish councils supported village halls training attended.
 - e) Heat health and climate anxiety workshop attended.
 - f) Place booked for SLCC National Conference.
10. **Administration**
 - a) Draft Action Plan for 2027/2028 created.
 - b) Meeting papers created for Council Meeting.
 - c) Document retention and destruction carried out.
 - d) Annual leave taken.
 - e) Internal auditor recommendation regarding deed and title information on asset register researched. Internal auditor approached for further clarification. Internal auditor agreed that correct deed and title information is listed in the asset register, and sent a revised internal audit report removing the recommendation.
 - f) Insurance renewed.
 - g) Hall booking request sent to Parish Hall.

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h) Quotation for 2026/27 internal audit requested and received. Added to September agenda.

i) Council meeting information published on website and noticeboards.

11. **Community**

a) Local Plan consultation exhibition visited.

b) OCC contacted regarding new VAS by Parish Hall. Request made regarding downloading data. OCC approved request and provided details and contact information.

c) Research regarding ACV carried out.

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

a) Cllr North has made a replacement noticeboard for Sandford St Martin.