CLERK REPORT

Period: From 09 February 2021 to 10 March 2021

1. **February council meeting minutes –** Written and draft published.
2. **March agenda** – Created and published.
3. **Pavilion cracks –**   
   a) Site investigations - ongoing  
   d) Insurance query regarding business interruption cover - ongoing
4. **Playground inspections** – Playground inspections carried out. Playground inspection schedule created.
5. **Burial ground**a) Grass– ATBone have confirmed they are responsible for first five cuts – they believe these will be completed by the end of April.  
   b) Drainage – Response received from CDS  
   The issue is due to there being no piped drainage due to lack of outfall. The only way water is removed is via the grassed water way feature, which can be slow process.  
   Options to help resolve the issue:  
   1 – Dress with gypsum annually, 1 ton per ha.  
   2 – Decompaction works when the soil is dry and friable in the summer.  
   c) Quote has been requested for path on left-hand side.
6. **Closed Churchyard** -   
   a) Research regarding insurance and liabilities.
7. **Red telephone box –** Meeting held to discuss risk assessments, insurance and liability certificates required for the installation of the box.
8. **Planning –**a) Planning spreadsheet updated.  
   b) 20/03539/HHD – comment sent.
9. **Finance**  
   a) Finance system updated.  
   b) Payments for approval at February meeting – processed.  
   c) Earmarked reserves spreadsheet updated.  
   d) Budget update created.  
   e) Bank reconciliation carried out.  
   f) Payroll run.  
   g) Pension Scheme work started, training attended.  
   h) Virements and transfer of website costs to earmarked reserves processed.  
   i) Internal audit work started.  
   j) Trial of EasyPC requested.  
   k) Draft review of effectiveness of internal audit created.
10. **Website and Facebook**  
    a) Updated as required.
11. **LWO –** February notes written and sent.
12. **Lychgate repairs**a) Quotations chased for works.  
    b) Contractor asked about length of works.  
    c) Planning enquiry sent to WODC.  
    d) Request for historic photos made on Facebook.
13. **Tree survey –** Quotation received, accompanying map missing. Map requested.
14. **Policies and procedures**a) Grants and Donations Policy created.  
    b) Internal Financial Checklist updated as per resolution.
15. **Assets –** Asset register updated.
16. **Insurance** –   
    a) Price requested to extend cover re closed churchyard and burial ground.  
    b) Lockdown requirements from insurer carried out.  
    c) Insurance claim made regarding impact damage to Pavilion.  
    d) Query re carpark works proceeding whilst subsidence claim is ongoing made.
17. **Pavilion damage** – impact damage from a car to Pavilion on 04 March  
    a) Pavilion has been closed - electric and water shut off.  
    b) Area has been cleaned up and cordoned off with tape, Heras fencing is being arranged.  
    c) Insurance claim has been started.
18. **Training** – SLCC 3 day Practitioner Conference attended.
19. **Grass cutting**  
    a) General area grass cutting tender documents created, invite to tender published, site visit undertaken with contractor, quotations received.  
    b) Churchyard grass cutting tender documents started.  
    c) Burial ground grass cutting tender documents – requested information re special considerations received from contractor.
20. **Annual Parish Meeting** – Documents sent to Chairman.
21. **Prospective councillor** – Contacted to arrange meeting.
22. **Projects –** Current project list created.