CLERK REPORT

Period: From 10 March 2021 to 23 April 2021

1. **March council meeting minutes –** Written and draft published.
2. **April agenda** – Created and published.
3. **Pavilion cracks**  
   a) Site investigations – ongoing  
   b) QuestGates report received re trial pits.  
   c) Site visit by arboriculturist taken place.  
   d) Business interruption cover– advised by insurer that they do not consider that business operations have been interrupted due to lockdown.  
   e) Purchase order raised for drain cleaning work, as per recommendation from QuestGates.  
   f) Insurer has advised that the subsidence has not caused the building to be unusable.
4. **Playground**a) Playground inspections carried out and reports written.  
   b) Purchase order for repair works raised.  
   c) Quote for playground timber walking posts requested.  
   d) Purchase order for playground timber walking posts raised.
5. **Burial ground**a) Grass– ATBone have been cutting grass.  
   b) Quote has been received for path on left hand side.  
   c) BRAMM membership obtained.
6. **Closed Churchyard**  
   a) Meeting with councillor to agree suitable risk assessment.
7. **Planning**a) Planning spreadsheet updated.
8. **Finance**  
   a) Finance system updated.  
   b) Payments for approval at March meeting – processed.  
   c) Earmarked reserves spreadsheet updated.  
   d) Budget update created.  
   e) Bank reconciliation carried out.  
   f) Payroll run, and end of year payroll.  
   g) Draft AGAR completed with accounting statements.  
   h) Documents and reports prepared and sent to internal auditor.  
   i) VAT reclaim completed.
9. **Website and Facebook**  
   a) Updated as required.
10. **LWO –** March notes written and sent.
11. **Lychgate repairs**a) Planning enquiry – WODC have confirmed that Listed Building consent is required.  
    b) Grant extension of 3 months has been offered.  
    c) Contractor has been offered contract – start date and precise works to be confirmed re LBC consent required.
12. **Assets –** Asset register updated.
13. **Pavilion damage** – impact damage from a car to Pavilion on 04 March  
    a) Insurance claim is being progressed.  
    b) Report and quote has been received from contractor.
14. **Training** –   
    Memorial Safety and Administration  
    Cemetery Management and Compliance.  
    Training folder created on Dropbox.
15. **Grass cutting**  
    a) General area grass cutting purchase order created.  
    b) Churchyard grass cutting tender documents created and tender invite published. Meetings held with prospective contractors. Tender comparison carried out.  
    c) Burial ground grass maintenance tender documents created and tender invite published. Meetings held with prospective contractors. Tender comparison carried out.  
    d) Thank you letter written to McCracken & Sons for previous years’ work.
16. **Environment**a) Signed Cllr Caunt for WODC Climate Action Day.
17. **Village Amenities**a) Public Liability Certificate received from Nutmeg + Thyme. They need to source electricity supply to be able to visit Leafield.
18. **Clerk**   
    a) Annual leave taken.
19. **General administration**  
    a) File backups completed.  
    b) Election notices published.  
    c) Project list created.  
    d) APM agenda published, and invitations sent.  
    e) Union Flag purchased.