CLERK REPORT

Period: From 23 April 2021 to 04 May 2021

1. **April council meeting minutes –** Written and draft published.
2. **May Annual Council Meeting agenda**  
   a) Created and published.  
   b) Meeting notes written.
3. **Pavilion cracks**  
   a) Site investigations – ongoing.  
   b).Next level monitoring reading due to take place next week.
4. **Playground**a) Playground inspections carried out and reports written.
5. **Burial ground**a) Grass– ATBone have been cutting grass.
6. **Planning**a) Planning spreadsheet updated.
7. **Finance**  
   a) Finance system updated.  
   b) Payments for approval at April meeting – processed.  
   c) Earmarked reserves spreadsheet updated.  
   d) Budget update created.  
   e) Bank reconciliation carried out.  
   f) New year accounts set up.  
   g) New payroll year set up, April payroll run.  
   h) Scheduled payments list created for approval at ACM.  
   i) Standing Orders and Direct Debits list created for approval at ACM.  
   j) S137 expenditure in 2020-21 report written.
8. **Website and Facebook**  
   a) Updated as required.
9. **Grass cutting**  
   a) Churchyard grass cutting contract given to contractor.  
   b) Burial Ground grass cutting contract given to contractor.
10. **Annual Parish Meeting**a) Meeting preparation completed.  
    b) Meeting attended.  
    c) Meeting notes taken.
11. **Policies and procedures**  
    a) Standing Orders updated for approval at ACM.  
    b) Policy review schedule updated for approval at ACM.
12. **Administration**  
    a) Report created – options for meetings after 06 May.