CLERK REPORT

Period: From 06 September 2021 to 08 October 2021

1. **September 08 council meeting minutes –** Written and draft published.
2. **Council Meeting agenda**
a) Meeting agenda for meeting on 13 October created and published on website and noticeboard.
b) Notes and papers for 13 October meeting written.
3. **Pavilion cracks**
a) Site investigations – ongoing.
b) Drainage works booked to take place in October.
4. **Playground**
a) Repair works have been carried out.
 - Hedgehog has been removed as repairs not possible.
 - Two stilts have been removed as repairs not possible.
b) RPM asked for advice about alternative safety surfaces. Price for alternative surface received.
c) Playground inspection rota updated and circulated.
d) Playground inspection carried out and report written.
5. **Churchyard**
a) Quotations received from two walling contractors. No response to enquiries from two contractors. No response to request for site meeting with one contractor.
b) Chased for quotation from CDS for memorial safety testing.
6. **Lychgate**
a) Heritage Statement quotations requested. Quotations received from two consultants. Third consultant unable to carry out work this year, so declined to quote.
7. **Village Hall Carpark**a) Gate purchased for car park entrance. Letter created for residents re opening/closing the gate.
b) Repair work purchase order raised with Churchill Surfacing Contractors.
c) Biannual repair programme contract created and sent to Churchill Surfacing Contractors.
d) Two groundwork contractor company details forwarded to Cllr Caunt.
e) Football Club advised of remainder of papers required for council to make a decision regarding their request to install a portacabin as a changing facility.
f) Hedge cutting contractor company details forwarded to Cllr Caunt.
8. **Parish Maintenance**a) Speed Indication Device supplier information forwarded to Cllr Russ.
b) KGS contacted to arrange site meeting in October re churchyard and burial ground mowing.
c) Sustainable Leafield invited to attend October council meeting and submit report.
d) Tree survey contractor contacted, informed that if works update is not received by 08 October, purchase order would be cancelled, and alternative provider sourced.
9. **Planning**a) Planning spreadsheet updated.
10. **Finance**
a) Finance system updated.
b) Payments for approval at September meeting – processed.
c) Earmarked reserves spreadsheet updated.
d) Budget update created.
e) Bank reconciliation carried out.
f) Invoice queries emailed to contractor.
g) Extra information collated and sent to external auditor as requested.
h) External Audit Notice of Conclusion of Audit received, uploaded to website, put on noticeboard
i) Biannual VAT reclaim started.
11. **Website and Facebook**
a) Updated as required.
12. **Insurance**a) Insurer contacted re large increase in renewal premium.
b) Insurance broker informed of incorrect details in schedule and prior insurance claims queried. Revised premium figure received. Insurance renewed.
c) Query raised with broker regarding fence/gate damage cover.
13. **Administration**a) SLCC conference place booked.
b) Parish Online training place booked.
c) Clerk expense reimbursement form completed.
d) Backups run.
e) Oxon Plan 2050 webinar attended.
f) Newsletter report written.
g) Asset register updated.
h) Zoom subscription downgraded.
14. **Policies and procedures**a) Co-option Policy updated.
b) Draft councillor job description created
c) Policies and procedures for review at October meeting uploaded to Dropbox.