

Leafield Parish Council

CLERK REPORT

Period: From 12 April 2022 to 10 May 2022

1. **April 13 council meeting minutes** – Written and draft published.
2. **Council Meeting agenda**
 - a) Meeting agenda for meeting on 11 May created, and published on website and noticeboard.
 - b) Notes and papers for 11 May meeting written.
3. **Pavilion**
 - a) Cracks
 - Site investigations – ongoing.
 - New trial pits have been dug for root testing.
 - b) Electrical safety inspection
 - Insurer asked to confirm certification requirements. Response not received as of 10 May.
 - c) Community Gym asked about paying Pavilion business rates.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Purchase Order raised for play area grass cutting.
 - c) Football Club portacabin
 - Enquiries sent to insurer regarding siting, permissions etc. Chased and chase acknowledged. Response not received as of 10 May.
 - d) Playground repair works taken place.
5. **Planning**
 - a) Planning spreadsheet updated.
 - b) Planning comment re 22/00571/FUL written and sent.
6. **Finance**
 - a) Finance system updated.
 - b) Payments for approval at April meeting – processed.
 - c) May payment report created.
 - d) New signatory set up for bank account.
 - e) Period 2 payroll and pension run.
 - f) Budget update to April 2022.
 - g) Reserves and earmarked reserves updated.
 - h) Internal audit forms and accounting documentation completed. Internal audit meeting held. Internal audit report received.
7. **Website and Facebook**
 - a) Updated as required.
8. **Administration**
 - a) Council advised regarding dates and previous invitees for the Annual Parish Meeting.
 - b) Clerk expense reimbursement form completed.
 - c) Backups run.
 - d) Clerk annual leave taken.
9. **Policies and procedures**
 - a) Policies for May meeting reviewed.