

Leafield Parish Council

CLERK REPORT

Period: From 08 April 2023 to 09 May 2023

1. **April council meeting minutes** – Written and draft published.
2. **Council Meeting agenda**
 - a) Meeting agenda for May Annual Council Meeting created, and published on website and noticeboard.
 - b) Notes and papers for meetings written.
3. **Pavilion**
 - a) Cracks
- Site investigations – ongoing.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Purchase order for mowing of the playground raised and sent.
 - c) Query sent to Guides re playground survey.
5. **Burial Ground and Churchyard**
 - a) Investigate whether Faculty or permission is required to remove shrubs from churchyard – no permissions are required.
 - b) Purchase order raised for burial ground hedge trimming.
 - c) Checked number of mowings of swale (2 on Council mowing specification) – advised Council.
6. **Parish Maintenance**
 - a) Pavilion Defibrillator inspected.
 - b) Contacted Pampered Paddocks to arrange meeting on Village Green to look at options for grass repairs.
7. **Planning**
 - a) Planning spreadsheet updated.
 - b) Letter written to LPA re PC comment not considered ref 23/00244/HHD and 23/00245/HHD.
8. **Finance**
 - a) Finance system updated.
 - b) Payments approved at April meeting processed.
 - c) Payment reports created for May meeting.
 - d) Budget update to April 2023 created.
 - e) Reserves and earmarked reserves updated.
 - f) Final internal audit documents sent to internal auditor and Internal Audit reports received.
 - g) Bank reconciliations carried out.
 - h) Asset register updated.
 - i) End of year finance – AGAR, end of year bank reconciliation, explanation of variances – carried out.
9. **Website and Facebook**
 - a) Updated as required.
10. **Administration**
 - a) Backups run.
 - b) Clerk expense reimbursement forms completed.
 - c) Papers created for meetings.
 - d) Archiving and destruction.
 - e) Election notices and documents put on noticeboard and uploaded to website as required.

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- f) SPF record set up for domain.
- g) Annual leave taken.
- h) Risk assessments created for the Big Help Out.
- i) Volunteer lists created for the Big Help Out.
- j) Policies and procedures reviewed for the ACM.
- k) Standing Orders and Financial Regulations updated for the ACM.

11. **Training and development**

- a) Two VAT training sessions attended.

12. **Annual Parish Meeting**

- a) Agenda created, put on notice board and website
- b) Groups and individuals invited to give a presentation at the meeting.