Leafield Parish Council

CLERK REPORT

Period: From 10 April 2025 to 11 May 2025

1. **April council meeting minutes –** Written and draft published.
2. **Council Meeting preparation**
   a) Meeting agenda for 13 May Council Meeting created, published on website and posted on noticeboard.
   b) Notes and papers for 13 May Council Meeting written.
3. **Annual Parish Meeting**
   a) Hall booked for meeting
   b) Agenda created and published.
   c) Invitations sent
   d) Meeting attended.
4. **Pavilion**
   a) Subsidence damage –
   - Site investigations – ongoing.
5. **Playground and playing field**
   a) Playground inspections carried out and reports written.
   b) Repairs completed on rocker platform and toddler multiplay unit. New stepping log installed.
   c) Letter sent to Football Club regarding their request for documentation guaranteeing their usage of the playing field for a number of years.
   d) Playground bench ordered.
   e) Playground equipment catalogues ordered for Cllr Caunt.
   f) Playground equipment supplier website information sent to Cllr Caunt.
   g) Playground contractor contacted regarding options for pentagon swing chains.
6. **Parish Maintenance**
   a) Defibrillators inspected.
   b) SID batteries changed.
   c) Purchase order raised with Jenks Oxford for tree safety assessment work.
7. **Planning**
   a) Planning spreadsheet updated.
   b) Objection letter written and sent, ref 23/01422/FUL.
   c) Objection letter written and sent, ref 25/00558/S73.
8. **Finance**
   a) Finance system updated.
   b) Payments approved at April meeting processed.
   c) Payment report created for May meeting.
   d) Budget update to April created.
   e) Reserves and earmarked reserves updated.
   f) Bank reconciliation carried out.
   g) Funds transferred from current account to savings account.
   h) 2024-2025 internal audit – final documents completed and sent to auditor. Final internal audit report received, internal audit certificate received.
   i) 2024/25 end of year account work completed, accounting statement, bank reconciliation, reserves, explanation of variances.
   j) AGAR Accounting Statements completed.
   k) Payroll and pension reports completed.

9. **Website and Facebook**
   a) Updated as required.
10. **Administration**
   a) Backups run.
   b) Archiving and destruction.
   c) Clerk expense reimbursement forms completed.
   d) Annual leave taken.
   e) Update requested from Council solicitor regarding Village Hall lease.
   f) Email enquiries answered.
   g) OCC election notices put on noticeboard and uploaded to website.
11. **Training**
   a) SLCC branch meeting attended.
   b) ICCM Memorial Training booked for Cllr Compton.