

## Clerk's report for SPC full council meeting on 13.05.24

### Things to mention at the meeting

- Insurance renewal
- ILCA course
- Cllr training courses
- Extra invoices for payment: Insurance and ILCA
- Equipment for Road Warden
- Highways (Townsend Cross, Start and Newton)
- Lisa Edmond's will attend June meeting
- PROW responsibilities and finance
- Parishioner concerns and complaints
- SW Water visit on Friday 7<sup>th</sup> June at 11.30 am with Anthony Mangnall
- CSG flyer
- Community Cinema equipment

### Highways

- Site visit to Start completed
- Site visit to Newton completed
- Prepared summary of issues and shared with Highways about Start, Newton and Drain at Townsend Cross

### Audits and finance

- Calculated all c/fs and checked the accuracy of all ringfenced reserves
- Monthly bank statements vs payments check
- Made April payments
- Set up May bank payments
- Sent end of year documentation to Internal Auditor and completed Governance and Accounting Statements – awaiting their report and recommendations
- Updated Financial Regulations for approval based on new model from NALC

### Website

- Updated website – in particular with all end of year information

### Other issues at Start

- Liaised with Tree wardens and resident re Ash trees and Laurel
- Liaised with Landford Cottage and resident re removal of excess materials on bank

### Defibrillator

- Daily check of green 'light' on new defibrillator – please could I ask Cllrs to do the same when they are out and about or visiting the Queens Arms
- 1x monthly report completed <https://www.swast.nhs.uk/form-initialise.cfm?form=Defibrillator%20Accreditation%20Scheme%20&referer=aHR0cHM6Ly93d3cuc3dhc3QubmhzLnVrLw==&headerid> NB: Call sign for reporting is: DC1031

### CSG

- 1x Community Cinema on Sat 27<sup>th</sup> April
- 1x meetings re Community Cinema with Jack Carter
- 1x meeting with Cinema 4 All about equipment hire
- Prepared A5 double sided CSG flyer for mail drop to all houses

**General admin**

- 100s of emails
- APM agenda, slides and minutes
- PC Minutes and Agenda
- CSG Minutes and Agenda

**WIP**

- Complete outstanding actions from April's PC meeting and CSG meeting
- Lots of outstanding actions from April's CSG meeting
- Revisit Start and Newton to log each of the 100s of issues individually
- Move ringfenced monies to savings accts and update spreadsheets
- Move monies from Events Treasurer's Acct to Treasurer's Acct
- Research grants for noticeboards
- Outstanding actions on action plan – including land registry search
- 6 more policies to update
- Prepare documents for external audit