

CLERK REPORT

Period: To 18 June 2019

1. **Car park tenancy agreement with British Legion** – a copy of the Tenancy Agreement has been sent, and receipt acknowledged. Legion will make a decision about the car park in their meeting, week beginning 17 June.
2. **Insurance policy** - has been renewed for £693.73 per annum for the next three years.
3. **Damaged wall by Fowler Road** - Cottsway have been contacted. Requested map and photos have been sent. Has been forwarded to their Property Dept to check ownership.
4. **No HGV signage** – signs have been ordered.
5. **Tube survey** – waiting for OCC to provide price
6. **Ownership of old Railway Bridge path** – location documents have been sent to Cllr Hibbert-Biles to forward to OCC's Countryside Access Technical Officer.
7. **Traffic Sensitive Streets Survey** – Council response has been sent.
8. **Poor visibility at Daylesford Road junction** – has been reported to OCC via FixMyStreet
9. **Defibrillator training thank you** – has been sent.
10. **Defibrillator notices** – created and applied.
11. Policies, notices and procedures have been updated and filed.
12. Correspondence from May meeting – has been dealt with.
13. Planning spreadsheet regularly updated and forwarded to council.
14. **Dates and times of meetings** – noticeboard and website have been updated.
15. **AGAR** – documents have been completed and uploaded to website, Notice of Exercise of Public Rights has been uploaded to website and put on noticeboard, AGAR and required documents have been posted to external auditor.
16. **Payments** – approved payments have been sent.
17. **Finance update** – finance system has been updated and forwarded to council
18. **Budget update** - has been modified and forwarded to council.
19. **Bank reconciliation** - has been updated and forwarded to council.
20. Raised rent invoice for Kingham All Blacks.
21. **Co-option** – process researched, and paperwork obtained.
22. Facebook updated as required.
23. Website updated as required.
24. Checked and amended Village Newsletter report of council meeting.
25. Minutes written and published.
26. Agenda for June created, published and distributed.
27. **Bag of topsoil in village carpark** – School contacted and bag has been removed.
28. **Annual play inspection** – has been requested, and booked for July. Charge £68.50 + VAT per site (incl 5 items per site), additional item £3.50 + VAT per item.
29. June 100 Club draw.
30. Processed new payments.
31. Ran payroll.
32. Village Hall work.
33. Kingham Fuel Allotment work.
34. Heydens Field work.