

## Kingham Parish Council

# CLERK REPORT

Period: To 19 November 2019

1. **Car park tenancy agreement with British Legion** – written confirmation of verbal report that Legion do not want to sign tenancy agreement has been requested. No response as of 19 November.
2. **Posts for small area of Village Green** – Cllr Hartley to obtain price.
3. **Tube survey** – waiting for OCC to provide price. No response as of 19 November.
4. **VE Day 75 Celebration/Commemoration** – Events Committee and British Legion asked if they are planning any event.  
Response received from Events Committee – they have no plans for an event.  
No response received from British Legion as of 19 November.
5. **Toddler swing chain link connectors** – parts have been delivered.
6. **New play equipment** – site meeting taken place with supplier. Report written and forwarded to council.
7. **100 Club** – new year has been set up, October and November draws have taken place.
8. **Rights of Way – track, West End** – British Horse Society has been contacted. No response as of 19 November.
9. **Payments** – approved payments have been sent.
10. **Finance update** – finance system has been updated and forwarded to council
11. **Budget update** - has been updated and forwarded to council.
12. **Bank reconciliation** - has been updated and forwarded to council.
13. **Interplanting on Village Green** – quotations received and forwarded to council.
14. **Rubbish by Football Pavillion** – Football Club contacted regarding removal of rubbish.
15. **Carpark garden maintenance quotes** – Information obtained and forwarded to council.
16. Church invoiced for mowing contribution.
17. Facebook updated as required.
18. Website updated as required.
19. Planning spreadsheet regularly updated and forwarded to council.
20. Checked and amended Village Newsletter report of council meeting.
21. October minutes written and published.
22. Agenda for November created, published and distributed.
23. Processed new payments.
24. Ran payroll.
25. Draft budget created and forwarded to council.
26. Village Hall work.
27. Kingham Fuel Allotment work.