

Kingham Parish Council

CLERK REPORT

Period: To 19 May 2020

1. **Posts for small area of Village Green** – price has been obtained.
2. **New play equipment** – quotation has been requested from supplier
3. **Message in a Bottle** - bottles have been requested from OCC.
4. **Damaged stone wall by Fowlers Road** - Cottsway contacted. 18 Feb – Surveyor will be meeting contractor in March to obtain quotation for the repairs.
5. **Grass cutting by WODC** – works order has been sent to WODC for grass cutting. Cutting for season has commenced.
6. **Village maintenance works** – works order sent to Churchill Surfacing Contractor for maintenance work.
7. **Playground maintenance** - tunnel repair work has been completed.
8. **Village Litter Pick** – Cancelled due to COVID-19
9. **Gigaclear reparation works** – meeting has been requested with Gigaclear – to be carried out when in person meetings are permitted.
10. **Unity Trust Bank** – current account application in progress.
11. **Mill House Hotel site meeting** – information has been requested as in person meetings not currently possible.
12. **Payments** – approved payments have been sent.
13. **Finance update** – finance system has been updated and forwarded to council
14. **Budget update** - has been updated and forwarded to council.
15. **Bank reconciliation** - has been updated and forwarded to council.
16. Facebook updated as required.
17. Website updated as required.
18. Planning spreadsheet regularly updated and forwarded to council.
19. Checked and amended Village Newsletter report of council meeting.
20. March minutes written and published.
21. Agenda for May created, published and distributed.
22. Processed new payments.
23. 100 Club – April and May draws run.
24. Ran payroll and End of Year payroll.
25. Village Hall work.
26. Kingham Fuel Allotment work.
27. **Parish Council noticeboard** – council to investigate and arrange repair work.
28. **Delegated authority decisions record** – record updated as required.
29. **Playground closures** – playgrounds closed as per Government instruction, and poster created. Safety inspections not taking place during closure period.
30. **Playground annual inspection** – Annual inspection has been requested – due to take place in July.
31. **Internal audit** – internal auditor instructed. End of year procedures started. AGAR requirements started.
32. **April council meeting** – Council decided not to hold a council meeting in April.
33. **Annual Council Meeting** – Council decided to postpone the ACM until May 2021, as permitted by Legislation.
34. **Internal appointments** – Council decided to postpone Chairman and Vice-Chairman elections, and internal appointment selection until May 2021 as permitted by Legislation.
35. **Councillor vacancy** - WODC informed. Councillor vacancy notice received – put on noticeboard and website. WODC reported they had not received a request for an election. Co-option policy implemented. Co-option notice put on noticeboard, website and Facebook, and sent to Newsletter for inclusion. Councillors advised of vacancy.

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36. **Remote meetings** – Council agreed to start holding remote meetings from May, using Zoom, and to purchase a monthly licence.
37. **New computer for Clerk** – Consideration report created for Council.
38. **Councillor job description** - created draft Councillor Job Description for Council consideration.
39. **Zoom upgrade** – Zoom upgraded to allow meetings greater than 40 minutes.
40. **Dog waste bin** – Price for supply, install and emptying has been requested from Ubico.
41. **VAT refund** – VAT refund processed.
42. **Ground rent invoice** – Ground rent invoiced raised.
43. **Virtual meeting procedure** – Virtual Meeting Procedure created and circulated to Council.