



Welcome to  
**Tormarton  
Parish Council**



**Parish Clerk's Report – November 2020**

**Actions from the Extraordinary Meeting of Tormarton Parish Council on 11<sup>th</sup> November 2020:**

**11/11/2020 – No 6. Tormarton Parish Council Finance:**

**e) To consider the draft 'Distribution of Marquee Funds' policy and agree any actions.**

The policy was drafted and circulated to all members for comment. The policy had been revised to include the percentage the Parish Council would retain for the administration costs. Final policy was circulated to all members and uploaded on the website.

**f) To discuss any items to be included in the budget for 2021/2022.**

I have drafted the budget based on the feedback I have had from Councillors. I have also translated this into a Capital and Revenue Budget Sheet which shows the Tax Base on which the Council will set its budget. This shows the monetary effect of the precept charge.

**11/11/2020 – No 9. To receive updates from members on ongoing Parish issues:**

**a) Update on Traffic Order Schedule from South Gloucestershire Council.**

I received a response from South Gloucestershire Council that they will accept a late response from the Parish Council and would not finalise the report until this had been received.

**Other items that have been completed or to raise for noting:**

- I have responded to an email from a parishioner who is very interested in becoming a Parish Councillor.
- I contacted SWAS to ascertain costs for the defibrillators for the Parish going forward.
- I have gathered all parishioner comments on the three-year plan and documented this for the Council to consider.
- I have given guidance on constituted groups to Cllr K Pool with reference to setting up the West Littleton committee.

<b>Date</b>	<b>Hours</b>	<b>Detail</b>
01/11/2020	2	Checking emails and responding. Uploading the Parish Plan to website and putting post on Facebook for consultation. Monthly finance statements and checks.
02/11/2020	1.5	Checking emails and Parish Council Meeting.
05/11/2020	2.5	Emails. Drafting Minutes from Meeting and amending the website.
09/11/2020	0.5	Checking and responding to emails. Filing financial statements.
10/11/2020	0.5	Responding to emails and answering any budget queries.
11/11/2020	2.5	Circulating hall deeds and reading up on charitable statuses. Parish Council Meeting.
16/11/2020	2.5	Minutes from Parish Council Meeting. Actions from the meeting.
19/11/2020	1	Circulating emails to Councillors and re-drafting the budget.
25/11/2020	1.5	Researching co-option. Responding to emails. Running payroll and financial checks for the month.
26/11/2020	1.5	Circulating email relating to COVID tiers and preparing for the next meeting.
30/11/2020	2	Responding to emails. Compiling documents for the Council meeting. Sending the Agenda and Associated Documents out.
<b>Total Hours for November</b>	<b>18</b>	
<b>Minus contracted hours</b>	<b>18</b>	
<b>C/F from previous months</b>	<b>1.95</b>	
<b>Owing to Clerk (Council)</b>	<b>1.95</b>	