



Welcome to
**Tormarton
 Parish Council**



Parish Clerk's Report – October 2020

Actions from the meeting of Tormarton Parish Council on 5th October 2020:

05/10/2020 – No 5. To receive any reports from South Gloucestershire Council Councillors.

I have sent emails to both Cllrs Reade and Stoke on 7th October and 14th October to ask for more information on the Local Plan but no response has been received. However, Cllr Reade did respond to the Chairman's email about the worries regarding consultation with Town and Parish Councils.

05/10/2020 – No 17. Tormarton Parish Council Finance:

f) Update on Village Assets: The Pound on Old Hundred Lane.

This has been removed from the fixed asset register.

05/10/2020 – No 9. To consider the amended three-year plan and agree any actions.

Cllr Katy Pool sent through some minor amendments and the plan was finalised. The plan was printed and handed to Cllr Stevens to pass onto Diana Elliott for it to be delivered. I have thanked Diana for allowing this to happen on behalf of the Parish Council.

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

- A walkaround Tormarton and West Littleton was organised for me by Cllr Stevens and Cllr Pool for me to get used to the area. It was a very beneficial exercise and I now have good knowledge of where certain roads and properties are.
- I have ordered a wreath on behalf of the Parish Council for Remembrance Sunday.
- I have worked on budget proposals for 2021/2022 as well as ensuring projections are accurate for this financial year.

01/10/2020	0.5	Accounts for Council meeting and amending finance report.
05/10/2020	2.5	Parish Council meeting and responding to emails.
07/10/2020	2	Minutes and submitting Q1 VAT claim.
14/10/2020	2	Actions from minutes.
15/10/2020	0.5	Responding to emails.
16/10/2020	0.5	Submitting payments from Council meeting.
19/10/2020	1	Organising audit trail.
21/10/2020	0.5	Organising audit trail.
22/10/2020	2	Meeting with Simon and Katy.
26/10/2020	2.5	Emails and meeting prep.
28/10/2020	2.5	Meeting prep.
Total Hours for September	16.5	
Minus contracted hours	18	
C/F from previous months	3.45	
Owing to Clerk (Council)	1.95	