



Welcome to
**Tormarton
Parish Council**



Parish Clerk's Report – June 2020

Actions from the meeting of Tormarton Parish Council on 1st June 2020:

01/06/2020 – No 8. To receive an update on the Internal Audit Report and VAT situation.

Internal Audit report was emailed to all councillors along with the financial procedures document.

01/06/2020 – No 6. To consider the adoption of the following policies:

- a. NALC Model Grievance Policy**
- b. NALC Model Disciplinary Policy**

Policies have been uploaded to the website.

01/06/2020 – No 7. To consider the Action Plan for Tormarton Parish Council and agree any actions.

Action plan was drafted by the Clerk and translated into a poster which has been circulated to all councillors.

01/06/2020 – No 9. To review Tormarton Parish Council's Asset Register and agree any actions.

Asset register has been redrafted and is on the July Council agenda.

01/06/2020 – No 10. Tormarton Parish Council Finance:

b. To receive the bank reconciliation for May

The anomalies spotted by Cllr Stevens was rectified and now the cashbook and bank reconciliation balance at the end of quarter one.

01/06/2020 – No 16. To review the trees affected by Ash Dieback in the villages.

The Clerk asked Streetcare about the query raised by Cllr Wells and this was their response:

Usually if the tree is on private land it is the land owner's responsibility to maintain their tree, not the Council. If the tree on private land is causing an obstruction to the pavement or other Council owned land, then the tree officers can liaise with the land over to remove the obstruction.

If you wish to report this tree you can complete an online form that will get logged. Here is the link:

<https://www.southglos.gov.uk/environment-and-planning/conservation/trees-and-hedges/trees-general-information/>

Actions from the meeting of Extraordinary Tormarton Parish Council on 15th June 2020:

15/06/2020 – No 3. To receive the Internal Audit Report for 2019/2020 and consider the following recommendations:

- c) To approve the amendment to Standing Orders and Financial Regulations.**
- d) To adopt a Risk Management Policy.**
- e) To consider and adopt the Risk Register**

All policies and registers have been uploaded to the website.

15/06/2020 – No 4. To consider and approve annual accounts and annual procedures.

All sections of the AGAR are on the website and have been sent to the auditor. The certificate of exemption has been sent to PKF Littlejohn.

15/06/2020 – No 6. To consider any planning applications received and agree any actions.

a) P20/09151/F Land off Old Hundred Lane, Acton Turville Road, Tormarton

An objection was drafted by Cllr Stevens and was uploaded by the Clerk.

Other items that have been actioned:

- Full online banking has been achieved and the Council now have full access to online banking.
- I have sent back the comments to the Internal Auditor on the audit report.
- I have drafted new terms and conditions for the Marquee hire as well as a new promotional image.
- I attended a Clerk's network meeting where some issues around COVID and Parish Councils were discussed.

Date	Hours	Detail
01/06/2020	4.25	Monthly Finance, Website, Training Log and Council Meeting.
02/06/2020	0.5	Bank Reconciliation and Cashbook update.
05/06/2020	1	Minutes and activating online banking.
07/06/2020	2	Agenda prep for Extraordinary Meeting.
15/06/2020	2.25	Email responses and Extraordinary Meeting.
18/06/2020	2	Minutes, AGAR and website upload.
22/06/2020	1.5	Online banking, AGAR and responding to planning app.
25/06/2020	1.25	Marquee Hire items for Council meeting and agenda prep.
01/07/2020	2	Monthly Finance and Agenda Prep.
Total Hours for June	16.75	
Minus contracted hours	-18	
C/F from previous months	14.95	
Owing to Clerk (Council)	13.7	