

## Clerk's report for meeting on 11<sup>th</sup> February 2026

### Administration and General Activities

Two days holiday taken - 1<sup>st</sup> and 5<sup>th</sup> January.

Prepared Meeting Minutes, Agenda, papers, etc. for the Parish Council meetings.

Fiveways newsletter prepared and sent to the editor.

Digital Café sessions attended.

Attended City, Town, and Parish Council Clerks Working Group monthly meeting via MS Teams.

Website updates as usual.

Backed up laptop using Macrium software. Also, Bios update completed.

I joined the Library and then downloaded the 'Borrow Box' App on my iPhone to see how it works. You can download books, newspapers and magazines at no cost.

MUGA Risk Assessment created for approval.

Social Media Policy created for approval.

Assisted with the arrangements for the Clerks interviews on 22<sup>nd</sup> January 2026.

Planning Year End activities coming up.

ICO contact detail updated so we will now receive emails to the new email address.  
Certificate downloaded and added to website.

Booked SALC training for Cllr Warmington.

Updated the Community Resilience and Emergency Plan (formatting etc.)

Arranged to meet Kingfisher Tree Services at the Whisky Trail with Cllr Pattermore to get a second estimate to clear the footpath and add signposts.

## Cleaning

Complaints from the library again. Kylie and the cleaner Jay met Rebecca at the library to ensure there is a good understanding of the requirement.

## Correspondence

Correspondence list updated for next meeting.

## Scribe Account Software

End of Year Health check completed by Scribe Accounts. One issue was noted and resolved.

Invoices and receipts processed.

Scribe reports produced (cashbook and summary reports).

## Finance

Precept Demand spreadsheet returned to Somerset Council as approved at the last Parish Council meeting.

Q3 VAT Refund claim completed and sent off to HMRC for payment.

December bank reconciliation completed. This was reviewed and signed off by Cllr Orr. Cashbook report also produced.

Went to Taunton to bank the library cash at the NatWest bank.

## Payroll

Processed employee timesheet using the HMRC Basic PAYE Tool as usual.

## Public Conveniences

Kylie contacted me to say the toilets rolls have gone missing again and the disabled toilet door appears to have been left open.

Healtmatic 50% deposit paid so the new doors are now on order. Delivery date to be agreed.

Dyno Rod surveys to be arranged.

Legionella Risk Assessment delayed due to flooding. Rescheduled for 9th March 2026.

Waste collection with Biffa to be arranged.

## Library

Outstanding Library grant payments from Somerset Council were finally received.

Downloaded Library article and uploaded to our website.

Electrician completed the remedial work noted during the previous inspection on 27<sup>th</sup> January 2026. He noted that the strip light will need to be changed in the future. He will send a quotation.

Legionella Risk Assessment delayed due to flooding. Rescheduled for 9th March 2026.

Waste collection with Biffa started. The first collection was scheduled for Monday 27<sup>th</sup> January but was missed due to flooding in Taunton.

## Electricity Services

No issues with the EDF or British Gas invoices.

Utility Aid switch over will take place to the end of existing contracts as approved at the last Parish Council meeting.

Finally got acknowledgement from Crown Commercial Services that we are ending the EDF contract on 31<sup>st</sup> March 2026. This was sent to EDF.

## Planning Applications

Planning Applications this month that need review added to the agenda.

## CIL Projects

The £100,000 grant for the school renovations was transferred to the school.

Chasing the solicitors regarding the purchase of Sandhill Park Woodland. I informed them of the searches we require; however, these can't be started until the site plan is agreed. The one our solicitor was not correct.

Road & Traffic Site 14 (Cothelstone gateway) Developed Brief for the Detailed Design has been received. This needs to be approved before that can start.

## Work Planned for next month

- January Bank Reconciliation when I have the bank statements.
- Start handover to new clerk.
- Liaise with Dyno Rod again.
- Update staff details with Pensions Regulator.

- Meetings – minutes/ agendas etc. as required.
- Payroll.