

## Clerk's report for meeting on 15<sup>th</sup> April 2026

### Administration and General Activities

RFO - Three days holiday taken – 16<sup>th</sup>, 20<sup>th</sup> and 23<sup>rd</sup> March.

General handover activities with the new clerk.

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

Internal Audit date with Zoe Godden confirmed as 23<sup>rd</sup> April 2026.

Digital Café sessions attended.

Website updates as usual.

New PO Box address ordered.

Martin raised two requests with Somerset Council regarding the Whisky Trail (signage and to clear the path).

### Cleaning

Some new forms will be required to monitor the tasks required and to provide evidence.

### Correspondence

Correspondence list updated for next meeting.

### Scribe Account Software

Invoices and receipts processed.

Scribe reports produced (cashbook and summary reports).

Getting Ready for Year End including closing out the 2025/26 financial year and setting up the new financial year 2026/27.

### Finance

February and March bank reconciliation completed. These will be reviewed and signed off by Cllr Orr when back from leave. Cashbook reports also produced.

Q4 VAT Form 126 created and ready to be sent to HMRC.

## Payroll

Attended HMRC training (what is new/ changed for 2026/27).

Set up new employee.

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

Closed out the old financial year and set up new financial year.

## Public Conveniences

New Toilet Doors installed. They are now being locked and opened automatically.

Martin investigated why the water rates bill was so high. He took regular water meter readings and liaised with the supplier. No reason or leaks found.

Dyno Rod surveys to be arranged.

Legionella Risk Assessment completed.

Waste collection with Biffa to be arranged.

## Library

Water Heater issues – replaced under warranty.

Facia guttering repairs scheduled for 14<sup>th</sup> to 17<sup>th</sup> February during the ½ term holidays. New strip lights will be installed at the same time.

DBS clearance for Lisa Frost initiated.

Downloaded Library article and uploaded to our website.

Legionella Risk Assessment completed.

Waste collection with Biffa on-going.

## Electricity Services

EDF contract needs to be in place for another year.

## Planning Applications

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

## CIL Projects

The school has raised a CIL request for a further £50,000 as the DoE grant was not successful.

Sandhill Park Woodland decision to complete needed.

Road & Traffic Site 3 and 9 queries from Somerset Council to be responded to.

## Work Planned for next month

- April Bank Reconciliation when I have the bank statements.
- Recruitment of a new clerk
- Library Quarterly Review due 14<sup>th</sup> April 2026.
- Update staff details with Pensions Regulator.
- Meetings – minutes/ agendas etc. as required.
- Payroll.