

## Clerk's report for meeting on 13<sup>th</sup> May 2026

### Administration and General Activities

Two days holiday – Bank holidays Good Friday and Easter Monday (2 hours pay).

Prepared Meeting Minutes, Agenda, papers, etc. for the Annual Meeting of the Parish Council and the Annual Parish Meeting.

Arranged and attended the Staffing Committee meeting.

Internal Audit completed with Zoe Godden.

Digital Café sessions attended.

Website updates as usual.

Liaising with RoSPA and Somerset Playing Fields Association (SPFA) to ensure annual inspections for the play areas and MUGA are conducted by SPFA this year.

Responding to FOI requests.

Fiveways report completed.

Responding to the External Auditors questions relating to 2024/25 return.

Liaising with the new PCSO Sean Johnson.

Following up on Actions from the Action Tracker.

### Cleaning

Reported antisocial behaviour in the toilets again. Additional 1 hour cleaning needed.

### Correspondence

Correspondence list updated for next meeting.

### Scribe Account Software

Invoices and receipts processed.

Scribe reports produced (cashbook and summary reports).

Now working in new Financial Year 2026/27

## Finance

Unexpected demand from HMRC for late payment. This was paid and will be disputed.

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

Processed Q4 VAT return which was subsequently paid by HMRC.

Bank transfer of £150,000 from the CCLA PSDF deposit fund to the Unity Trust Bank account completed as authorised at the April Parish Council meeting.

Somerset Council CIL Report 2025/26 completed for review and authorisation at the May PC meeting.

## Payroll

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

Generated P60s for Martin Elford and David Richards.

## Public Conveniences

Dyno Rod surveys to be arranged.

Waste collection with Biffa to be arranged.

## Library

Facia guttering repairs and new internal lighting completed. Additional cleaning required afterwards (windows etc.).

DBS clearance for Lisa Frost initiated.

Downloaded Library article and uploaded to our website.

Waste collection with Biffa on-going.

## Electricity Services

No new issues to report.

### Planning Applications

Planning Applications this month that need review added to the agenda including the amended new Co-op applications.

### CIL Projects

Sandhill Park Woodland purchase completed.

### Work Planned for next month

- May Bank Reconciliation when I have the bank statements.
- Recruitment of a new clerk
- Follow up HMRC payment demand – dispute.
- Update staff details with Pensions Regulator.
- Meetings – minutes/ agendas etc. as required.
- Payroll.