

The Sampfords Parish Council

Kevin Kelson

Clerk & RFO

Email: clerk@thesampfords-pc.gov.uk

www.thesampfords-pc.gov.uk



Village Hall, Great Sampford,
Saffron Walden, CB10 2RL

Clerk's Report Parish Council Meeting 15th APRIL 2025

1. Year End

- Full reconciliation completed
- Draft AGAR forms completed (except Internal Audit)
- Explanation of Variances complete.
- **Draft** Notice of Public Rights & Publications of Unaudited Annual Governance & Accountability Return drafted – **dates to be agreed**
- Exceptions from previous internal Audit:
 - missing AGAR from 2018/19
 - agendas and minutes for 2018-19,19-20,20-21
- All data is prepared for Internal Audit
- VAT Reclaim for 2024-25 submitted (£8,627.85)
- Date / time for Annual Meeting of the Council (20th May)
- Date / time for Annual Parish Meeting 18:00 xx/xx/xxxx

2. Formal Review and Adoption of the following:

- Code of Conduct
- Standing Orders
- Financial Regulations
- Risk Assessment
- Asset Register

3. 2024 Playground Inspection

- Update on actions from 2024 inspection
- Inspection Rota
- Quarterly Operational Inspections decision – ROSPA (£78.00+VAT p.qtr.) v's councillor training (£315.00+VAT p.p.)

4. Website and Email Hosting

- At the time of writing, the website / email migrations were in progress

5. Open Spaces maintenance tender / Contract

- At the time of writing there have been no responses to advertisement, closes 14th April.
- Feedback on contract?
- Process for issuance of contract to C Butcher

6. Banking facilities

- Application prepared, pending receipt of bank mandate from Barclays.