

REPORT
Year ending March 2025

I have reviewed all documents available on the Cuddesdon & Denton Community Website as well as the bank statements, financial records and some purchase invoices supplied to me by the temporary clerk electronically.

Overall the records kept, as well as the website information, agenda, minutes and policies are of good quality. Recording of decisions is well documented. This report is written in light of the clerk's retirement and the replacement not working out for both parties.

Here are the issues that need to be reviewed/addressed

1. Council Minutes

There has been a general improvement in the signing off the minutes, however the overall process of calling meetings, agenda & minutes can be improved in the light of the clerk vacancy above.

2. The Orchard

This was concluded successfully and funds generally have been found to support it. A general understanding of risks, health & safety rules and requirements needs to be continuously reviewed as the physical tasks at the Orchard continue to take place.

3. Operational Issues regarding the duties of the Clerk

As year progressed, it has become evident that certain tasks have slipped. An effort must be made to review the financial records. PAYE, VAT, bank payments and budget to actual comparisons must be reviewed regularly by the council and corrected as appropriate.

4. Policies and Procedures

The council must endeavour to periodically review these. In particular the new financial regulations issued by NALC in the spring of 2024, must be adopted as applicable to the council at the earliest opportunity.

When the council is able to recruit a new clerk, note must be taken of the Standing Orders of the requirement for a formal employment contract and various policies pertaining to the requirement as an employer eg: Appraisal, Grievance & Disciplinary, Health & Safety etc.

Eugenia Skelly
1 Keene Close, Sandford on Thames, OX4 4XB

5. Communication & safe record keeping

The council does a very good job through its chairman's newsletters to communicate with the parishioners and these newsletters are informative and up to date. Access to the public through the website is easy and all information is kept up to date.

An effort must be made for the website to migrate to a .gov.uk suffix as representative of local government.

The councillors as well as the clerk need to obtain e-mail addresses that also have the same suffix and therefore the information & communication amongst councillors as well as with the public are secure & accessible. It will also then comply with GDPR regulations.

Eugenia Skelly
18 May 2025