Clerks Report April 5th -May 4th 2017

* Producing the minutes of the last meeting dated 5th April 2017.
* Filing of invoices from the April meeting, filing of signed minutes and sending of payments as required.
* Pay cheques into LLoyds bank and process HMRC contribution at post office.
* Produce receipts and e-mail to Ali T for her payments.
* Circulate details of training courses to all
* Circulate April minutes
* Email PATA payroll extra hours and mileage info. Complete end of year tax details for PATA.
* Produce and send meeting notice and agenda for May meeting.
* Update website with meeting date as well as minutes & agenda.
* Correspond with Cricket Club and issue amended contract for the coming season, due to fixture changes.
* Prepare list of expenditure and cheques to be signed for May meeting.
* File bank statements received.
* 7 extra hours in total since 20/4/17. (in addition to 4 hours per week)
* E-mail ER grass cutting contract, liaise with him and e-mail to Glebe requesting a shorter cut if possible to cricket pitch area.
* Circulate phone box completion notice: print and complete ready for display.
* Investigate cost of speed stickers for wheelie bins.
* Collate appropriate correspondence for information
* Printed planning appeal re: trekking centre to assist GC
* Send DE info to contact Andy re: possible changes/upgrades to e-mails and website.
* Deal with Groundworks Report on behalf of NDP: still awaiting final figures from Kate Baugh. (at least 2 hours of my time so far)
* Meet with Aylburton Clerk and discuss defib, phone box, wind turbine funding: also organisation of Parish Council (2 hours).
* Write letter on behalf of Council inviting myself to join a pension scheme: auto enrolment.
* Call Smartwater having received a final demand e-mail: explain will contact them after May meeting ? is this insurance still required?
* Begin reading info for annual financial return: to be completed ASAP
* Correspond with ROSPA re: safety inspection at playing field and circulate outcome to Councillors.
* E-mail to ER re: Community Grants ? could be a source of funding for playing field?
* Check and respond to e-mails at least twice weekly.