Clerks Report July13th - October 4th 2017

* Producing the minutes of the last parish meeting dated 12th July 2017.
* Filing of invoices from the July meeting, filing of signed minutes and sending of payments as required.
* Pay cheques into LLoyds bank for July, August & September income.
* Circulate July and September minutes to all (no August meeting)
* Email PATA payroll: usual hours worked, 6 per week, July, August, September.
* Produce and send meeting notice and agenda for July, September and October meeting.
* Update website with meeting dates as well as minutes & agendas.
* Prepare list of expenditure and cheques to be signed for August and meet Councillors to sign during August, prepare list of expenditure and cheques for September & October meeting.
* File bank statements received.
* Collate appropriate correspondence for information, circulate as necessary between meetings.
* Check and respond to e-mails at least twice weekly.
* Complete quarterly bank reconciliation for October meeting.
* Call Lloyds Bank to obtain update on signatories and visit branch, follow up process until old signatories removed and Clerk added. (now complete)
* Update website with policies as updated by Councillor Elliott as agreed in the July meeting.
* Advertise Casual Vacancy as per protocol, informing District Council as per procedure.
* Meet with Aylburton Parish Clerk to compare experiences.
* Attend the September public meeting, following this design and on approval, organise printing of flyer to make village aware of vacancy issues. Drop leaflets to P Smooker as agreed for distribution (done 14/9/17)
* Liaise with any interested parties about the role of Parish Councillor.
* Invite Two Rivers representative to the October rather than the September meeting.
* Prepare full agenda for October meeting, distributing with relevant documents to Councillors at least 7 days before and publishing agenda in good time on the website.
* NB: Two weeks annual leave were also taken during August.