Clerks Report June 7th - July 12th 2017

* Producing the minutes of the last meeting dated 7th June 2017.
* Filing of invoices from the June meeting, filing of signed minutes and sending of payments as required.
* Pay cheques into LLoyds bank.
* Circulate details of training courses to all
* Circulate June minute to all.
* Email PATA payroll: usual hours worked, 6 per week.
* Produce and send meeting notice and agenda for July meeting.
* Update website with meeting date as well as minutes & agenda.
* Prepare list of expenditure and cheques to be signed for Julymeeting.
* File bank statements received.
* Collate appropriate correspondence for information
* Annual Financial Return: signed off in June meeting: posted to Grant Thornton by recorded delivery and posted on website.
* Check and respond to e-mails at least twice weekly.
* Finish and submit pensions statement. File hard copy received.
* Complete quarterly bank reconciliation.
* Produce 2017/18 budget following recommendations of chairman for the layout as agreed.
* Draft letters regarding climbing frame safety reports
* Call Lloyds Bank to obtain update on signatories and visit branch (30 minutes on 4 occasions)
* Update website with all NDP minutes and documents.
* Add waterside living leaflet to the website.
* Call GAPTC : check protocol for advertising Casual Vacancy, ask advice re: climbing frames, annual assembly meeting, the play equipment and use of the GAPTC website login.
* Send all relevant information and grass cutting contracts to ER for churchyard, playing field and A48 verges.
* Update website with details of new Church Warden.
* Meet with Aylburton Parish Clerk to compare experiences with the audit process.