Clerks Report March 15th-April 5th 2017

* Producing the minutes of the last meeting dated 15th March 2017.
* Filing of invoices from the March meeting, filing of signed minutes and sending of payments as required.
* Several calls to Lloyds Bank re: mandate changes: a further visit to the bank is needed before signatories are updated.
* Circulate details of training courses to all
* Attend Clerks More Knowledge 3 Training Course
* Attend Agendas & Minute Writing Training Course
* Circulate March minutes
* Email PATA payroll extra hours and mileage info.
* Produce and send meeting notice and agenda for April meeting.
* Update website with meeting date as well as minutes & agenda.
* Correspond by email with BT to obtain Telephone Box: reply received: they will arrange removing telephony and then contact me again.
* Complete Defibrillator funding application and submit: reply received: funding will be paid once we have proof of purchase.
* Contact GAPTC and District Council re: declarations of interest form: these need to be filed with the District Council: AH can you complete one even if nothing to note.
* Correspond with Cricket Club and issue contract for the coming season.
* Prepare list of expenditure and cheques to be signed for April meeting.
* Investigate invoices Centigen claimed were unpaid: on checking the contract we should only pay for 4 cuts a year, telephoned them to say we are not paying the extra 3 cuts requested: they are due to contact me to confirm this is correct, cheque witheld.
* File bank statements received.
* 4.5 extra hours in total since 20/3/17. (in addition to 4 hours per week)
* Prepare the 4th quarter of the annual accounts
* Collect auto enrolment pension details from AM and discuss with him: have logged in and added my details: as the only employee on a low wage, I need to write to offer the chance to join a scheme before 1st May, optional due to low income. Send a declaration back by October.
* Book a place on the April Clerks networking event.
* Added a Governance page to the website and updated Councillors contact details and playing field terms of reference.