Clerks Report May 3rd - June 7th 2017

* Producing the minutes of the last meeting dated 3rd May 2017 and also the Annual Council Meeting of the same date.
* Filing of invoices from the May meeting, filing of signed minutes and sending of payments as required.
* Pay cheques into LLoyds bank.
* Circulate details of training courses to all
* Circulate May minutes and associated documents to all.
* Email PATA payroll extra hours and mileage info. Also changes to Clerks contract (hours & hourly rate) also update contract and send to Chairman.
* Produce and send meeting notice and agenda for June meeting.
* Update website with meeting date as well as minutes & agenda.
* Prepare list of expenditure and cheques to be signed for June meeting.
* File bank statements received.
* 15 extra hours in total since 20/4/17. (in addition to 6 hours per week: due to annual return: have claimed 6.5 and mileage to auditors house to drop off accounts: suggest I take other extra hours in lieu later in the year when quiet to reduce costs)
* Collate appropriate correspondence for information
* Deal with Groundworks Report on behalf of NDP: completed this alone: another 2 hours of time.
* Annual Financial Return: completed and taken to Internal Auditor: around 30 hours total of time.
* Check and respond to e-mails at least twice weekly.
* Compose and send planning letters re: Knapp Lane and Ordnance Cottage.
* Contact FODDC Monitoring Officer and advertise Casual Vacancy correctly.
* Update details of Chair, Vice Chair, Councillors with FODDC.
* Post updated contract to Cricket Club: NOTE they now wish to begin matches at 1.30pm rather than 2pm.
* Request places on Chairship course for AH and DE.
* Sort out Parish laptop with my e-mail address etc.
* Confirm situation with public liability insurance ASAP after May meeting.
* Respond to council re: allocations plan meetings.
* Draft letter to climbing frame company.
* Call Lloyds Bank to obtain update on signatories.
* Organise website access for ER.