Clerks Report November 1st - December 6th t 2017

* Producing the minutes of the last parish meeting dated 1st November2017.
* Filing of invoices from the November meeting, filing of signed minutes and sending of payments as required.
* Pay cheques into LLoyds bank for November income.
* Circulate November minutes to all.
* Email PATA payroll: usual hours worked, 6 per week.
* Produce and send meeting notice and agenda for December meeting.
* Update website with meeting dates as well as minutes & agendas.
* Prepare list of expenditure and cheques to be signed for November. To be signed at December 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.
* Advertise Parish Clerk Vacancy as agreed in November meeting, following advice of GAPTC.
* Liaise with any interested parties about the role of Parish Clerk.
* Arrange printing of NDP newsletter and additional flyer as requested in the November Meeting.
* Register the Parish Clerk e-mail address with the Community Alert System.
* Re-draft letter regarding play equipment to Trading Standards.
* Contact Nick Powell for an update regarding mower repairs.
* Contact Glebe Contractors and arrange an extra cut of the playing field.
* Contact providers of all 3 grass cutting contracts and request ongoing quotes.
* Draft letter concerning Allocations Plan Modifications as per the November meeting.
* Draft letter to Two Rivers concerning ongoing issues, once Cllr. Chidley has sent their responses from her meeting with them.
* Contact Cllr. Elliott and request Parish information regarding the defibrillator (several e-mails, calls, texts).
* Chase up and accept NDP grant and check funds received in Parish bank account.
* Prepare full agenda for meeting in December, distributing with relevant documents to Councillors at least 7 days before and publishing agenda in good time on the website.
* To draft and get approved planning letter as discussed at the November meeting for applicationsP1645/17/FUL. Letter to be approved and sent by the set deadline.