Clerks Report October 5th - November 1st 2017

* Producing the minutes of the last parish meeting dated 4th October 2017.
* Producing minutes of the Two Rivers meeting of 4th October 2017.
* Filing of invoices from the October meeting, filing of signed minutes and sending of payments as required.
* Pay cheques into LLoyds bank for October income.
* Circulate October minutes to all.
* Email PATA payroll: usual hours worked, 6 per week.
* Produce and send meeting notice and agenda for November meeting.
* Update website with meeting dates as well as minutes & agendas.
* Prepare list of expenditure and cheques to be signed for October. To be signed at November 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.
* Liaise with Cricket Club to ensure end of season payment made as specified in contract.
* Update website with NDP minutes for September.
* Advertise Casual Vacancy as per protocol, informing District Council as per procedure.
* Liaise with any interested parties about the role of Parish Councillor.
* Prepare full agenda for meeting in November, distributing with relevant documents to Councillors at least 7 days before and publishing agenda in good time on the website.
* Complete and submit the application for the next grant funding needed for the NDP: this took considerable time liaising with all involved: a real team effort.
* To draft and get approved planning letters as discussed at the October meeting for applications P1241/17/FUL and P1033/17/FUL. Letters to be approved and sent by the set deadlines.
* Send new Councillors a copy of the parish budget and recent bank reconciliation for their records.
* Circulate details of application P1568/17/TCA to all councillors for their perusal.
* NB: One weeks annual leave taken October 23rd -27th .

Currently outstanding actions from October minutes: point 30.17/18: “Clerk to write to Glos.CC legal dept to outline case and request further advice”. I hope to look at this after my holiday, so the Monday/Tuesday before the November meeting. I will try to get a draft letter to you all, to be agreed at the November meeting before I send.