

Clerk's Report: February 8th – March 7th 2018

- Producing the minutes of the last parish meeting dated 7th February 2018.
- Filing of invoices from the February meeting, filing of signed minutes and sending of payments as required.
- Paying of cheques into Lloyds bank for February income.
- Circulating February minutes to all.
- Emailing PATA payroll: usual hours worked, 6 per week, and liaison on change of personnel.
- Producing and send meeting notice and agenda for March meeting.
- Preparing full agenda for meeting in March, distributing with relevant documents to Councillors at least 7 days before and publishing agenda in good time on the website.
- Updating website with meeting dates as well as minutes & agendas.
- Updating website with NDP minutes and associated documents as and when produced.
- Preparing list of expenditure and cheques to be signed at March meeting.
- Filing bank statements received.
- Collating appropriate correspondence for information, circulate as necessary between meetings.
- Checking and responding to e-mails at least twice weekly.
- Drafting response letter (requesting full refund) regarding play equipment to play equipment company.
- Liaising with Locality grant body regarding end of current NDP grant and the start of the next phase of grant.
- Liaising regarding grass-cutting arrangements (with community payback organisation and Centigen contractors); informing former contractors of decision not to renew their contracts.
- Arranging repayment of £75.00 (Vice Chair allowance) from Dan Elliott.
- Drafting and sending letters to FoDDC regarding planning applications for: new dwelling on land of Walnut Tree Cottage; development at The Knapp, Knapp Lane.
- Drafting and sending a request to FoDDC for action to be taken on the derelict shop at corner of Church Lane.
- Completing VAT claim from December 2015 to March 2018.
- Preparing a new dog training playing field agreement.