

Clerk's Report: March 1st – March 28th 2018

- Producing the minutes of the last parish meeting dated 7th March 2018.
- Filing of invoices from the March meeting, filing of signed minutes and sending of payments as required.
- Paying of cheques into Lloyds bank for March income.
- Circulating March 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 April meetings.
- Preparing full agenda for meetings in April, 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 April 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.
- Preparing playing field hire agreements and filing signed copies.
- Liaising with Locality grant body regarding end of current NDP grant, arranging repayment of unspent monies and applying for the next phase of grant.
- Liaising regarding grass-cutting arrangements with community payback organisation.
- Preparing Q4 financial report and annual financial report.
- Drafting the 2018-19 budget for consideration at the next meeting.
- Calculating expenditure for 2017-18 per cost centre to inform budget-setting for 2018-19
- Liaising with Woolaston Parish Council re grass contractor for their playing field (They use AM Services and recommend them. **I propose that I contact them to sound them out about being Alvington's backup.**
- Attending GAPTC Agendas and Minutes training course and identifying recommendations to the council following this, to be presented prior to the May meeting.
- Completing the VAT claim for Dec 2015 to Jan 2018 (now paid into bank).
- Booking the annual play equipment inspection with ROSPA Playsafety (April/May 2018)
- Emailing the Gloucestershire County Council flood team to verify what work has taken place or is planned for No 2 Main Road (no response yet)
- Contacting Highways regarding claiming back some of the costs of brushcutting A48 verges. Brian Watkins has responded: they pay 4p/metre for up to 2 cuts. **Councillors may need to consider whether this would be worth claiming given relatively small area;** it may depend partly on how much admin is involved in claiming. Brian can measure the area to advise on total that could be claimed for.
- N.B. No response to any letters sent to Planning – including Knapp Lane concerns (sent during Feb), which definitely warranted a response. I will chase this up this coming month.
- Admin to move forward the return of the faulty play equipment: In order to get quotations we are likely to need to give a weight to any potential courier. I'm looking for details of this from the original order but time hasn't allowed owing to the need to prepare various finance documents. I will do this as soon as possible.
- N.B. Lloyds have written to me to say that the signatory changes have now been made, following the mandate sent to them after the March meeting. I will confirm that all changes have been made by speaking to someone in branch.