

**Clerk's Report for June Full Council Meeting
Actions taken 26th April to 30th May 2018**

- Writing a letter to Globe Inn owners to make aware of hazard posed by car park cut-through to A48
- Producing the minutes of the last Full Council Meeting dated 2nd May 2018.
- Producing the minutes of the Annual Council Meeting dated 2nd May 2018.
- Filing of invoices from the May meeting, filing of signed minutes and sending of payments as required.
- Churchyard: Arranging 'emergency' grass cuts x 2 prior to contact being awarded.
- Sending out invitations to tender and receiving tenders for grass cutting from contractors
- Liaising and invoicing re advertising for parish newsletter
- Making a provisional training booking for Cllr Miles
- Approve insurance renewal
- Confirming shipment size and weight to facilitate return of unsuitable play equipment.
- Paying of cheques into Lloyds bank for April income.
- Circulating May minutes to all.
- Emailing PATA payroll: usual hours worked, 6 per week.
- Producing and sending meeting notice and agenda for June meeting.
- Preparing full agenda for meeting in May, distributing with relevant documents to Councillors at least 3 clear days before and publishing agenda in good time on the website.
- Updating website with meeting dates as well as minutes and agendas.
- Updating website with NDP minutes and associated documents as and when produced.
- Preparing list of expenditure and cheques to be signed at the June meeting.
- Filing bank statements received.
- Collating appropriate correspondence for information, circulating as necessary between meetings.
- Checking and responding to e-mails at least twice weekly.
- Liaising with Locality grant body regarding a new grant.
- Contributing information to arrive at revised council budget and accounts spreadsheets.
- Attending GAPTC Clerks: The Knowledge (part 2) training course on 17th May 2018.
- N.B. Still no response to Knapp Lane concerns (sent 13/2). I have now chased this up twice, copying in our district councillors the second time.
- Registering Cllr Miles's interests with FoDDC and updating the parish website with his details.
- Liaising with Andy Raynor about parish email addresses and cloud storage.

- Derelict shop: FoDDC officers are presumably still assessing the impact of the shop on the locality.
- Updating the Standing Orders in line with new NALC model.
- Updating the council Asset Register.

Actions agreed but not yet done:

- Owing to time taken this month for training and a week of annual leave, I have not yet updated the parish policies with new contact information and names. I will do this ready for the July full council meeting.

A handwritten signature in black ink, appearing to read 'Meg Humphries', followed by a long horizontal line extending to the right.

Meg Humphries
Clerk to the Council
31/05/2018