

## **Clerk's Report for July Full Council Meeting**

### **Requests to the Council**

- a) Recently, due to urgency, we have had to spend money a few times without going through the proper channels of agreement at a council meeting. This isn't great practice and is something to be avoided wherever possible but sometimes waiting for a meeting would cause unacceptable risk or inconvenience to parishioners. To cover ourselves in such situations we can amend the Standing Orders to delegate to the Clerk (in consultation with the Chairman where possible) spending up to a certain amount in an emergency. The decision and spend would then be ratified and minuted at the next meeting. I request the council's consideration of a suitable limit of spending, and approval to draft an amendment to the Standing Orders to this effect.
  
- b) To avoid delays in reporting and to aid awareness of balance and transactions I request that I be granted online access to view both bank accounts. This would not be with the facility to make payments or carry out any transactions but just to be able to see live balances rather than waiting for the paper statement to arrive. This will make it easier to track funds, know when grant payments have been made and to prepare bank reconciliations sooner.
  
- c) I request annual leave during the weeks commencing 20<sup>th</sup> and 27<sup>th</sup> August. If granted, this would leave a balance of the equivalent of 3 weeks, to be taken before April 2019.

### **Actions taken 30th May to 28th June 2018**

- Writing a letter to Globe Inn owners to make aware of hazard posed by car park cut-through to A48 (no response received as yet, but not necessarily expected)
- Administration concerning the new churchyard grasscutting contract
- Liaison with Andy Raynor to set up new email addresses
- Completing Mandate Variation banking form to add Cllr Miles and remove previous officers and members
- Invoicing Cricket club first half of yearly hire charges
- Applying for defibrillator funding from FoDDC
- Confirming insurance renewal
- Updating governance policies ready for approval
- Drafting grievance, disciplinary and risk management policies for approval
- Attending GAPTC course 'Clerks 3'
- Preparing for internal audit and liaising with internal auditor
- Producing the minutes of the last Full Council Meeting dated 6<sup>th</sup> June 2018.
- Filing of invoices from the June meeting, filing of signed minutes and sending of payments as required.
- Liaising and invoicing regarding advertising for parish newsletter
- Paying of cheques into Lloyds bank for June income.
- Circulating June minutes to all.
- Emailing PATA payroll: usual hours worked, 6 per week.
- Producing and sending meeting notice and agenda for July 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 minutes and agendas.
- Updating website with NDP minutes and associated documents as and when produced.
- Amending arrangement of documents on NDP page
- Preparing list of expenditure and cheques to be signed at the July meeting.
- Filing bank statements received and logging transactions in the Cash Book.
- 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 to accept grant offer and arrange payment.
- Derelict shop: FoDDC have written to the owner of the shop requesting action. I will be kept informed and will pass on any updates via council meetings.



Meg Humphries  
Clerk to the Council  
28/06/2018