

Clerk's Report for September Full Council Meeting

Actions taken 28th June to 17th August 2018

- Updating the council cashbook and filing bank statements.
- Defib – accepting the grant and getting the ball rolling with purchase and installation
- Dog fouling bye laws – still looking into this. I've asked FoDDC for any info on their involvement and any costs and the community engagement team are on the case. I'll update the council as soon as I know more.
- Checking the council website's domain expiry – now known to be March 2020. Andrew Raynor looks after the domain arrangements and will prompt the council when it is next close to expiry.
- Finalising newly adopted policies and publishing them online.
- Looking into whether past council newsletters still on website. Very sadly, only a handful are. We have quite a few hard copy versions in our archive but not yet compiled into a designated folder. When reorganising the files I'll gather all editions together.
- Bank Reconciliation for Quarter 1 of 2018-19
- Applying for online bank access to speed up finance monitoring and reporting.
- Amending and circulating the risk management policy.
- Producing the minutes of the last Full Council Meeting dated 4th July 2018.
- Filing of invoices from the July meeting, filing of signed minutes and sending of payments as required.
- Liaising and invoicing regarding advertising for August 2018 parish newsletter
- Paying of cheques into Lloyds bank for July and August income.
- Circulating July minutes to all.
- Producing and sending meeting notice and agenda for September meeting.
- Preparing full agenda for meeting in September, 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.
- Preparing list of expenditure and cheques to be signed at the September meeting.
- Collating appropriate correspondence for information, circulating as necessary between meetings.
- Checking and responding to e-mails at least twice weekly.

Meg Humphries
Clerk to the Council
17/08/2018