

Clerk's Report for September Full Council Meeting

Requests to the Council

- Please could I request one week of annual leave (w/c 22/10). This means I will have taken four of the six weeks allowed in this civic year (April-April), leaving a further two weeks.

Reports on ongoing matters not covered on agenda

- Derelict shop: No further developments since the last meeting. 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.
- Defibrillator grant for a heated case: I asked FoDDC and this grant is only available to those who have not applied for the full defibrillator grant.
- Dog-fouling byelaws: I have not been able to make any progress on this front as FoDDC have not yet advised me what is in place and what the process would be. I will keep trying, unless the council want to try some smaller measures first, such as posters.
- Email accounts: The council is seeking solutions and testing out suggestions from the specialist. To allow time for further testing a go-live date of November or later would be appropriate.

Actions taken 17th August to 28th September 2018

- Invoicing for adverts in the Late Summer edition of the Alvington News
- Starting an archive of past newsletters
- Writing to a parishioner regarding the alleged neglect of wildflower meadow on Garlands Road
- Further liaison with website administrator to address email account login difficulties
- Placing an order for the defibrillator and taking delivery; seeking quotes for installation.
- Setting up a new hire agreement with Lydney Under-10s Football Club
- Finalising the Risk Management document and making it available online
- Producing the minutes of the last Full Council Meeting dated 5th September 2018.
- Filing of invoices from the September meeting, filing of signed minutes and sending of payments as required.
- Paying of cheques into Lloyds bank for September income.
- Circulating September minutes to all.
- Producing and sending meeting notice and agenda for October meeting.
- Preparing full agenda for meeting in October, 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 October 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.

Meg Humphries
Clerk to the Council
28/09/2018