

Clerk's Report for December Full Council Meeting

Requests to the Council

I request to take annual leave from Monday 17th December to Monday 31st December. This would then leave a balance of one week, to be taken before 31/03/18.

Actions taken 01/11/18 to 29/11/18

- Contacting the Environment Agency to report bonfire issue and to request follow-up, copying in FoDDC, including photographic evidence.
- Contacting motocross complainants to advise on options for individual action.
- Query with Planning at FoDDC the need for permissions re major earthworks ref motocross as prompted by complaint.
- Liaising with defibrillator supplier to clarify supply arrangement and amend to remove replacement battery.
- To invite, receive and circulate churchyard grasscutting quotations to councillors prior to December meeting.
- Submitting application for tree work in churchyard to FODDC
- Amending the 2019-20 draft budget in line with details in 11c of November minutes and recirculate to councillors.
- Signing and sending leases for play area to 2RH for signing.
- Continuing to liaise with transport companies with the aim of getting quotes for returning faulty play equipment to supplier.
- Handling bookings from U10s football team and setting up and maintaining a sports field booking sheet.
- Producing the minutes of the last Full Council Meeting
- Filing of invoices from the last meeting, filing of signed minutes and sending of payments as required.
- Liaising and invoicing regarding advertising for Winter 2018 parish newsletter
- Paying of cheques into Lloyds bank for recent income.
- Circulating the last meeting's minutes to all.
- Producing and sending meeting notice for the forthcoming meeting.
- Preparing full agenda for the forthcoming meeting, distributing with relevant documents to Councillors at least three clear days before and publishing agenda in good time on the website.
- Updating the council website with meeting minutes, agendas and associated documents.
- Updating website with NDP minutes and associated documents as and when produced.
- Preparing list of expenditure and cheques to be signed at the forthcoming 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
29/11/2018