

## Clerk's Report for November Full Council Meeting

### Requests to the Council

None.

### Actions taken 4<sup>th</sup> October to 2<sup>nd</sup> November 2018

- Preparing the Q2 2018-19 bank reconciliation for approval and signing
- Preparing an initial draft 2019-20 budget
- Processing the GPFA renewal form and invoice
- Writing to Two Rivers Housing (TRH) regarding Garlands Road garages area's hazardous and surface, requesting resurfacing. Outcome: No response yet.
- Liaising with Highways regarding 30m of Japanese knotweed by Sandford Pool which is seemingly untreated. Outcome: Highways looking into this.
- Obtaining quotations from Nolan, and Montgomery (the company who delivered the equipment initially), as well as 'men with a van'. Outcome: still in progress as no quotations received and am in discussion with companies.
- Preparing and sending out a tender pack for churchyard grass-cutting contract.
- Chasing unpaid invoices for advertising in newsletter.
- Attempting to source a list of local clubs / sports groups who may wish to use the pavilion, in order to carry out future consultation work. Outcome: unable to find such a list, but there is a database that can be filtered to show relevant organisations.
- Continuing to liaise with IT support regarding the new email accounts (on agenda)
- Continuing to update the emergency plan by contacting existing volunteers to check they are still willing to take part. Ongoing.
- Managing bookings for Lydney Under 10s (4 bookings to date).
- Producing and circulating the minutes of the last Full Council Meeting dated 3<sup>rd</sup> October 2018.
- Filing of invoices from the October meeting, filing of signed minutes and sending of payments as required.
- 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.
- Producing and sending meeting notice for November meeting.
- 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.
- Derelict shop: FoDDC wrote to the owner of the shop in June; I have requested an update but have yet to receive one.
- Advertising the WW1 memorial concert via the website

Meg Humphries  
Clerk to the Council  
02/11/2018