

Clerk's Report for February 2019 Full Council Meeting

Requests to the Council

Updates

- **Email accounts.** AR Website Design seems unable to take us any further and has suggested going to a more specialist company. Before we do so, do we want to get an indicative price from them and/or do we want to wait until after the May elections?
- **Faulty play equipment.** The haulage companies I've tried haven't been at all keen because they like to know the number of pallets and the weights when booking the job. We need to consider what to try next.

All updates are within the meeting pack or otherwise covered by the agenda.

Alan's off to the palace. As you may know, every year GAPTC are allocated four places at a Buckingham Palace Garden Party – for two Gloucestershire councillors and a guest each. They ask clerks to put forward one hardworking councillor to 'go into a hat'.

I wish I could have nominated you all, but I nominated Alan because of all of the different strands of parish life he plays a part in and for surviving a time when he was the only active councillor back in 2017 for a while. Anyway, he was selected! He and Hazel will be off to the palace on 29th May 2019. I'm sure we'll all look forward to hearing about it upon his return.

Actions taken 6th December 2018 to 31st January 2019

- Preparing the Quarter 3 bank reconciliation
- Liaison with the electrician regarding defibrillator installation
- Adding the defibrillator to the council's insurance
- Handled updates re recent planning and enforcement complaints
- Sourced prices for 'defibrillator' sign for kiosk
- Drafted a letter to Severn Trent regarding foul drainage concerns
- Invoiced Lydney Under-10s for field hire, and businesses for newsletter advertising.
- Completed final step of the internet banking application process in order to view accounts in realtime.
- Liaised with Two Rivers Housing in order to finalise the Garlands Road play area lease signed.
- Prepared and sent out churchyard grasscutting contract and filed the returned copy from contractor.
- Submitted the precept request form to FoDDC
- Liaised with the Environment Agency and FoDDC regarding bonfire concerns
- Producing the minutes of the last Full Council Meeting dated 5th December 2018.
- Filing of invoices from the December meeting, filing of signed minutes and sending of payments as required.
- Paying of cheques into Lloyds bank for recent income.
- Circulating December minutes to all.
- Producing and sending meeting notice and agenda for February meeting.
- Preparing full agenda for meeting in December, 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 December 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
31/01/2019