

## Clerk's Report for March 2019 Full Council Meeting

### Updates

- **Email accounts.** Quotation on the way from PC Rescue for migration and ongoing subscription to Office365 email package (MP)

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

### Actions taken 31<sup>st</sup> January 2019 to 28<sup>th</sup> February 2019

- Seeking electricians' quotations for improvements to kiosk
- Booking trainers and hall for the two 'lifesaving' training sessions on 24/3 and 1/4
- Booking the Memorial Hall for the Full Council meetings of 2019-20 civic year
- Writing a letter of objection to Planning ref Clanna Road development flood mitigation
- Handling updates re recent planning and enforcement complaints
- Ordering 'defibulator' signs for kiosk
- Booking the approved auditor
- Liaising with Vice-Chair to jointly analyse the 2018-19 budget ready for budget report to the council.
- Reporting various issues to / sought advice from police team
- Reporting various issues to Highways
- Writing to TRH regarding recent hazardous parking related to a TRH tenant
- Producing the minutes of the last Full Council Meeting dated 6<sup>th</sup> February 2019
- Filing of invoices from the February meeting, filing of signed minutes and sending of payments as required.
- Liasing with FoDDC's Sustainability Lead regarding timings of NDP next stage
- Preparing the VAT claim information for sending mid-March
- Paying of cheques into Lloyds bank for recent income
- Circulating February minutes to all
- Producing and sending meeting notice and agenda for March meeting
- Preparing full agenda for upcoming meeting, 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 March 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, 28/02/2019