

Clerk's Report for April 2019 Full Council Meeting

Updates

- Email accounts: Awaiting firm quote from recommended company (PC Rescue)
(All other updates are within the meeting pack or otherwise covered by the agenda.)

Actions taken 28th February to 27th March 2019

- Booking the chosen electrician to carry out the necessary work on the kiosk
- Liaison with FoDDC regarding payment of Pocket Parks grant
- Taking bookings and queries for the two 'lifesaving' courses 24/3 and 1/4
- Handling updates re recent planning and enforcement complaints
- Beginning preparations for internal and external audit
- Reporting various issues to Highways
- Further liaison with TRH regarding recent hazardous parking related to a TRH tenant
- Producing the minutes of the last Full Council Meeting
- Filing of invoices from the previous meeting, filing of signed minutes and sending of payments as required.
- Sending out communications on NDP Regulation 14 consultation and updating NDP web pages accordingly
- Finalising and sending the VAT claim (1996.25 reclaimed)
- Depositing of cheques/cash into parish council bank account
- Circulating previous meeting's minutes to all
- Producing and sending meeting notice and agenda for upcoming 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 the council website with meeting minutes and agendas.
- Liaising with FoDDC regarding the upcoming elections
- Updating website with NDP minutes and associated documents as and when produced.
- Preparing list of expenditure and cheques to be signed at the upcoming 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
27/03/2019