

## **Clerk's Report for June 2019 Full Council Meeting**

### **Updates**

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

### **Actions taken 1<sup>st</sup> May to 29<sup>th</sup> May 2019**

#### **This Month**

- Liaising with GAPTC regarding email accounts, as covered by agenda.
- Finalising and sending the VAT claim (1996.25 reclaimed) – HMRC contacted – in progress.
- Liaison with RoSPA and Kompan regarding Pocket Parks installation and inspection
- Handling updates and communications re recent planning and enforcement complaints
- Completing AGAR paperwork and initiating the internal audit
- Liaising with FoDDC following the elections
- Handling representations from NDP Reg 14 consultation
- Organising a meeting with NDP committee and other parties regarding development possibilities on Lydney Park Estate land.
- Input and checking regarding the new 2019-20 financial spreadsheet
- Seeking quotes for insurance prior to renewal
- Liaising with FoDDC on behalf of NDP committee
- Liaison with Cricket Club to finalise hire agreement 2019
- Updating and preparing policies ready for adoption/comment plus liaison with Cllr Thompson regarding Financial Regulations update.

#### **Routine Tasks**

- 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.
- Reporting various issues to Highways as needed
- Depositing of cheques/cash into parish council bank account
- Circulating previous meeting's minutes to all
- Producing and sending meeting notice, agenda and meeting pack 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.
- 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  
29/05/2019