

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

### Updates

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

### Actions taken 27<sup>th</sup> March to 1<sup>st</sup> May 2019

- Liaising with PC Rescue regarding email accounts: they are looking into the setup of the existing mailboxes in order to provide a quote. Ongoing.
- Reporting various issues to Highways – A48/Clanna Road junction line markings. Ongoing.
- Finalising and sending the VAT claim (1996.25 reclaimed) – **not yet received; Clerk to chase.**
- Liaising with the chosen electrician to carry out the necessary work on the kiosk
- Liaison with RoSPA and Kompan regarding Pocket Parks installation and inspection
- Handling updates and communications re recent planning and enforcement complaints
- Beginning preparations for internal audit
- Liaising with FoDDC regarding the upcoming elections
- Writing a letter to Planning regarding recently released information regarding Clanna Road 11-dwelling development.
- Liaising with PATA Payroll to submit year-end paperwork
- Handling representations from NDP Reg 14 consultation
- Liaising with Severn Trent to suggest a meeting in May or June
- Input and checking regarding the new 2019-20 financial spreadsheet
- Liaising with police team to request presence regarding A48/Clanna Rd junction
- 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.
- 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.
- 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  
01/05/2019