

Clerk's Report for July 2019 Full Council Meeting

Updates

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

Actions taken 29th May to 24th June 2019

This Month

- Chasing HMRC re the VAT claim (1996.25 reclaimed) – in progress.
- Liaison with RoSPA regarding Trim Trail safety inspection.
- Liaising with the internal auditor to confirm satisfactory audit and collect paperwork.
- Finalising the AGAR paperwork and publishing/sharing as required.
- Designing fun day poster and ordering copies.
- Arranging supply of BBQ goods for fun day.
- Input and checking regarding the new 2019-20 financial spreadsheet
- Discussing and sharing quotes for insurance prior to renewal, and liaising with councillors and suppliers to put selected supplier in place for continuous cover.
- Liaising with FoDDC on behalf of NDP committee regarding Habitats Regulations Assessment.
- Liaison with Highways re Lengthman Scheme – no clear information as yet.
- Arranged thank-you flowers for Bonnie Jones for skydive fundraising efforts.
- Liaison with new sports field hirer – dog training. Agreement now signed and in place.

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
24/06/2019