

Clerk's Report for October 2019 Full Council Meeting

Updates

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

Actions taken 29th August to 26th September 2019

Specific to this period

- Liaising with FoDDC on behalf of NDP committee regarding inception meeting and submission document
- Sorting and filing older documents
- Working with Vice Chair to finalise 2018-19 accounts records
- Working with Vice Chair to update 2019-20 accounts records
- Preparing Q1 Bank Rec for 2019-20
- Preparing a VAT claim to cover recent expenditure
- Liaising with PROW officer to request progress on issues raised over the summer
- Liaising with local companies to secure advertising placements for Autumn 2019 newsletter
- Arranging a date for tree works in churchyard (afternoon 16/10)

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
26/09/2019