

## **Clerk's Report for November 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> September 2019 to 29<sup>th</sup> October 2019**

#### **Specific to this period**

- Liaising with FoDDC on behalf of NDP committee regarding Regulation 16 consultation
- Clarification on how to request CIL monies from FoDDC
- Preparing Q2 Bank Rec 2019-20
- Liaising with Highways regarding parish highways issues
- Invoicing newsletter advertisers
- Producing a poster to advertise the Quiz and Pudding Night 30/11/19
- Sorting and filing older documents
- Liaising with Chris McFarling / FoDDC regarding resident concerns re Globe Inn
- Attending Local Plan meeting to facilitate a council response to Issues and Options consultation
- Arranging payment of grants

#### **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  
29/10/2019