

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

### Updates

#### Request for annual leave:

I would like, if possible, to book annual leave for two weeks (w/c 23<sup>rd</sup> December and w/c 30<sup>th</sup> December). This leaves a balance of one week for the current civic year (April 2019-April 2020).

### **Actions taken 30<sup>th</sup> October 2019 to 26<sup>th</sup> November 2019 inclusive**

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

- Continuing to liaise with FoDDC on behalf of NDP committee regarding Regulation 16 consultation and arranging a meeting with the plan's Examiner
- Invoicing newsletter advertisers
- Involvement in arrangements for Quiz and Pudding night including liaison with *Review* re advertising
- Continuing to liaise with Chris McFarling / FoDDC regarding resident concerns re Globe Inn
- Factfinding on web accessibility guidelines and identifying necessary actions

#### **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.
- Liaising with Highways regarding parish highways issues
- 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  
27/11/2019