

Clerk's Report for February 2020 Full Council Meeting

Updates

Request for annual leave:

I would like, if possible, to book annual leave for week commencing 16th March 2020. This leaves a zero balance for the current civic year (April 2019-April 2020).

Actions taken 27th November 2019 to 29th January 2020 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
- Organising old paperwork ready for archiving (ongoing when time permits)
- Liaison with parishioners regarding updating the parish emergency plan and recruiting a new snow warden/plough operative
- Working with the Vice-Chair to ensure that the accounts are in order and to produce the Q3 bank reconciliation
- Reporting / chasing up / liaising over several Highways issues (as covered during the meeting)
- Liaising with the police and Neighbourhood Watch regarding safety event 25/1
- Beginning to draft a churchyard risk management plan

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.
- Updating the Facebook page as and when required.

Meg Humphries
Clerk to the Council
29/01/2020