

Clerk's Report for March 2020 Full Council Meeting

Actions taken 29th January to 25th February 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
- Seeking quotes for the 19/20 internal audit
- Producing pitch hire invoices to ensure all 19/20 income is received within this financial year
- Summarising NDP grant expenditure to date and identifying remaining funding
- Continuing to draft/consult on a churchyard risk management plan
- Reporting to Forestry England some trees on Clanna Lane which appear at risk of falling
- Reporting/chasing several Highways issues
- Arranging Sports Field hire with Sue Howard for dog training, sending out a new hire agreement etc.

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
26/02/2020