

## **Clerk's Report for April 2020 Full Council Meeting**

### **Actions taken 25<sup>th</sup> February to 25<sup>th</sup> March 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
- Various communication/administrative tasks linked to the parish council's representations and actions regarding the pedestrian crossing condition on Clanna Road development
- 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
- Summarising NDP grant expenditure to date and identifying remaining funding
- Continuing to draft/consult on a churchyard risk management plan
- Reporting/chasing several Highways issues
- Social media/communications/various administrative task related to the Covid-19 outbreak

#### **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  
25/03/2020