

## Clerk's Report for June 2020 Full Council Meeting

### Actions taken 29<sup>th</sup> April to 28<sup>th</sup> May 2020 inclusive

#### Specific to this period

- Contacting tree surgeons regarding maintenance of the yew tree in the churchyard
- 19/20 internal audit: uploading and sharing documents with GAPTC, holding a video meeting with auditor to discuss processes and show sample cheque stubs and invoices as requested.
- Liaising with Public Rights of Way officer regarding PROW issue following field ploughing
- 19/20 external audit: preparing documents
- Liaison with parishioners regarding updating the parish emergency plan
- Organising old paperwork ready for archiving (ongoing when time permits)
- Reporting/chasing several Highways issues
- Sharing key updates on social media
- Continuing to make arrangements for electronic payments to replace cheques during social distancing measures

#### 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  
28/05/2020