

Clerk's Report for July 2020 Full Council Meeting

Actions taken 29th May to 24th June 2020 inclusive

ANNUAL LEAVE REQUEST

I would like to take two weeks' annual leave: weeks commencing 20th July and 27th July – **please could Council consider this request.**

Specific to this period

- Continuing to liaise with tree surgeons and parishioners regarding maintenance of the yew tree in the churchyard
- 19/20 internal audit: scheduling all necessary improvements as identified in the internal audit report; processing AGAR sections ready for external audit.
- Reporting/chasing several Highways issues
- Updating the asset register and reviewing insurance arrangements in order to make any recommendations to the council
- Preparing quarterly financial reports and statements
- Sharing key updates on social media

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
24/06/2020