

Clerk's Report for September 2020 Full Council Meeting

Actions taken 24th June to 26th August 2020 inclusive

Specific to this period

- Continuing to liaise with tree surgeons and parishioners regarding maintenance of the yew tree in the churchyard (NOW COMPLETED)
- 19/20 internal audit: finalising the AGAR and submitting it to the external auditor
- Improving processes and internal controls in line with internal audit recommendations
- Applying to the Woodland Trust for free trees for sports field
- Liaising with parishioners about playing field hire
- Liaising with Planning and Highways regarding the proposed A48 crossing
- Finalising the bookings and hire agreements for cricket matches
- Arranging a new bin licence and green bin to replace the one stolen from the churchyard
- Organising historical paperwork for archiving/scanning

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.
- Sharing key updates on social media

Meg Humphries
Clerk to the Council
26/08/2020