

Clerk's Report for November 2020 Full Council Meeting

Actions taken 1st October to 27th October 2020 inclusive

Specific to this period

- 19/20 internal audit: processing the completion of audit paperwork/notices; publishing the necessary information online
- Improving processes and internal controls in line with internal audit recommendations
- Dealing with sports field hire bookings
- Writing a consultee response regarding discharge of conditions on Clanna Road development
- Writing to ERS about the motocross concerns raised
- Contacting the Globe Inn to discuss parking
- Preparing and delivering paperwork to Cllr Miles for signing off the quarterly internal controls
- Administration towards giving all councillors internet banking access
- Enquiries regarding appointing a new councillor
- Reporting Japanese knotweed to Highways; liaising with Highways on ongoing issues
- Budget and expenditure analysis to identify potential funds for mower purchase and to plan next year's budget

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
- Organising historical paperwork for archiving/scanning

Meg Humphries
Clerk to the Council
28/10/2020