

Clerk's Report for October 2020 Full Council Meeting

Actions taken 26th August to 30th September 2020 inclusive

Specific to this period

- 19/20 internal audit: liaising with the external auditor to answer queries and make a correction to the AGAR
- Improving processes and internal controls in line with internal audit recommendations
- Dealing with sports field hire enquiries
- Liaising with Planning and Highways regarding the proposed A48 crossing
- Liaising with Planning about new planning applications
- Finalising the bookings and hire agreements for football matches (Ellwood U10s)
- Dealing with complaints from residents regarding nuisance noise from motocross event
- Preparing the quarterly financial reports
- Organising historical paperwork for archiving/scanning
- Liaising with the developer and archaeology team involved with the Clanna Road development
- Liaising with Enforcement regarding two potential planning breaches

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
01/10/2020