

Clerk's Report for May 2021 Full Council Meeting

Actions taken 25th February to 23rd March inclusive

Specific to this period

- Preparing year end financial and budget reports
- Commencing the AGAR reporting and auditing process
- Continuing to liaise with the internal auditor to supply documents and information
- Continuing to liaise with the NDP committee and FoDDC on the NDP and its referendum
- Administration towards the GCC Growing Our Communities funding bid towards the A48 crossing
- Contacting Lloyds to clarify the online banking joining process for members following issues with joining up.
- Preparing sports field hire agreements for hirers, and dealing with booking enquiries
- Tasks around preparing for a return to face-to-face council meetings
- Preparation for the Annual Parish Assembly and Annual Council Meeting
- Ordering and installing new defibrillator pads

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
06/05/2021