

# Clerk's Report for the September 2021 Full Council Meeting

## Actions taken 26<sup>th</sup> June to 26<sup>th</sup> August inclusive

### Annual leave

I plan to take annual leave for week commencing Mon 18<sup>th</sup> October.

### Specific to this period

- Closing down the 20/21 AGAR process.
- Administration, communications and banking processes related to Alvington Summer Fun.
- Liaising with the insurer regarding the 2021-22 arrangements.
- Sorting and categorising historic paperwork in readiness for archiving.
- Preparing the quarterly finance documents

### 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  
26/08/2021