

Clerk's Report for the December 2021 Full Council Meeting

Actions taken 29th October to 3rd December inclusive

Specific to this period

- Preparing the 2022-23 budget.
- Communications and administration relating to the pudding night on 20/11, including preparation of float, liaison with FoDDC on risk mitigation and communications with guests.
- Liaising with local contractors regarding the churchyard mowing contract.
- Liaising with the architect for the pavilion project regarding meeting dates.
- Instructing the internal auditor for 2021-22 audit.

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
03/12/2021