

Clerk's Report for the February 2022 Full Council Meeting

Actions taken 7th December to 26th January inclusive

Specific to this period

- Reviewing the accessibility of the council website. One minor issue is outstanding, which is that the site language isn't being picked up by accessibility checking software. The settings I have access to do not resolve this, so the matter has been referred to the web designer for advice.
- Liaising with local contractors regarding the churchyard mowing contract.
- Liaison and administration relating to the grasscutting contract 2022-24.
- Editing the website to update and improve.
- (Annual leave taken 17/12/21 to 10/01/22)

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
27/02/2021