

# Clerk's Report for the May 2022 Full Council Meeting

## Clerk Annual Leave

Annual leave allowance: 6 weeks + public/bank holidays.

Proposed time off for 2022-23:

- Week commencing 20<sup>th</sup> June 2022
- Week commencing 18<sup>th</sup> July 2022
- Week commencing 5<sup>th</sup> September 2022
- Week commencing 24<sup>th</sup> October 2022
- Week commencing 19<sup>th</sup> December 2022
- Week commencing 26<sup>th</sup> December 2022

## Actions taken 2<sup>nd</sup> April to 30<sup>th</sup> April inclusive

### Specific to this period

- Continued tasks and paperwork for the Internal Audit and Annual Return 2021-22.
- Taking bookings and queries for pitch hire for Alvington Summer Fun.
- Liaising with mowing contractor at the start of the mowing season.
- Liaising with business owner following road safety concerns.
- Preparing and sending pitch hire agreements to groups hiring the field in 2022.
- Producing Alvington Summer Fun flyer.
- Efforts to update online banking access.
- Liaison with FoDDC regarding possible planning breach.
- Liaison with Two Rivers Housing requesting they support a resident in managing overgrown trees.
- Liaison with Ofcom regarding poor mobile signal in the parish.

### 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  
30/04/2022