

Clerk's Report for the June 2022 Full Council Meeting

Actions taken 1st May to 5th June 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.
- Preparing papers for the annual meetings
- Attending and minuting the annual meetings
- Resulting actions from the annual meetings
- Producing Jubilee Celebrations flyer
- Efforts to update online banking access

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 the upcoming meeting.
- Preparing full agenda for the 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 a list of expenditure and payments to be made 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
05/06/2022