

Clerk's Report for the December 2022 Full Council Meeting

Actions taken 28th October to 28th November inclusive

Annual leave amendment

As agreed at the June 2022 meeting I will be taking weeks commencing 19th and 26th December as annual leave. The balance for the remainder of this civic year (until 31/3/23) is now 0.

Tasks specific to this period

- Admin, liaison and marketing relating to the craft fair.
- Liaison towards purchasing a new dog waste bin for the sports field.
- Liaising with Highways about new and ongoing issues.
- Banking relating to the craft fair and quiz night.
- Sorting and shredding old paperwork no longer useful.

Routine tasks

- Producing the minutes of the last Full Council Meeting.
- Carrying out actions agreed at 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.
- 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
28/10/2022