

Clerk's Report for the February 2023 Full Council Meeting

Actions taken 29th November to 27th January inclusive

Tasks specific to this period

- Liaison towards purchasing a new dog waste bin for the sports field.
- Liaising with Highways about new and ongoing issues.
- Liaison and communication regarding local planning matters.
- Sorting and shredding old paperwork no longer useful.
- Producing quarter 3 financial reports.
- (Two weeks' annual leave taken during this period too.)

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
27/01/2023