

Clerk's Report for the March 2023 Full Council Meeting

Actions taken 27th January to 27th February inclusive

Tasks specific to this period

- Getting a dog waste bin collection quote from potential new supplier.
- Risk assessment and promotion of mass road crossing demonstration, and follow-up communications.
- Liaising with Highways about new and ongoing issues.
- Sorting and shredding old paperwork no longer useful.
- Preparing Internal Controls folder for Quarter 4 of 21/22.
- Initial actions connected to the elections in May.
- Land Registry research relating to the potential road crossing.

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
27/02/2023