

Clerk's Report for the June 2023 Full Council Meeting

Actions taken 4th May to 25th May inclusive

Annual leave

Subject to council approval, I plan to take leave from Wednesday 14th June until Monday 26th June inclusive.

Tasks specific to this period

- Ongoing actions for AGAR 22/23.
- Follow-up actions connected to the elections in May.
- Supporting the pavilion project by circulating the Invitation to Tender pack and continuing to liaise with the solicitor.
- Facilitating a meeting with GRCC following the Housing Needs survey.
- Tasks around planning / follow up for the coronation celebration and fun day

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
25/05/2023