

# Clerk's Report for the May 2023 Full Council Meeting

Actions taken 31<sup>st</sup> March to 4<sup>th</sup> May inclusive

## Tasks specific to this period

- (Some time off taken – care duties)
- Ongoing actions for AGAR 22/23.
- Ongoing actions connected to the elections in May.
- Supporting the pavilion project by liaising with solicitor.
- Preparing for, servicing and producing minutes for the Annual Parish Assembly.
- Instructing the tree surgeon on churchyard survey work.

## 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  
04/05/2023