

Clerk's Report for the July 2023 Full Council Meeting

Actions taken 26th May to 29th June inclusive (note annual leave taken from Wednesday 14th June until Monday 26th June inclusive).

Tasks specific to this period

- Closing actions for AGAR 22/23.
- Further follow-up actions connected to the elections in May.
- Small tasks related to Alvington Summer Fun.
- Ordering and installing replacement defibrillator pads.
- Producing the Q1 financial reports.

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