

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

Actions taken 30<sup>th</sup> June to 31<sup>st</sup> August inclusive (note annual leave taken from Monday 21<sup>st</sup> August until Monday 28<sup>th</sup> August inclusive).

## Tasks specific to this period

- Tasks relating to Alvington Summer Fun including float preparation, cash handling, banking, correspondence and liaising with the insurance company.
- Ordering and installing a replacement defibrillator battery.
- Ongoing liaison with solicitor regarding the sports field.
- Updating signatory access for bank accounts.

## 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  
31/08/2023