

# Clerk's Report for the May 2024 Full Council Meeting

Actions taken 4<sup>th</sup> April to 4<sup>th</sup> May inclusive

## Tasks specific to this period

- Have chased Email sent to Tony Pope regarding possible transfer of play equipment from Bloomery Court to Garlands Road. Have still had no reply and have emailed again asking for the request to be forwarded if it needs to be considered by somebody else in the DC. **Spoke to Tony Pope on 11<sup>th</sup> April – this is still being worked on and a decision is to be made soon.**
- Have chased Joshua Gladwin at Thrings for an update on the adverse possession claim but have heard nothing further on this.
- I have added an invoice for Parish Online mapping software to the payment schedule. I believe a free year's subscription was included in last year's insurance renewal as I cannot find a previous payment to them. This can be removed from the schedule if not wanted.
- I have had a quick look at the policies due for re-adoption but not in detail. I will amend any addresses that feature in them before re posting them on the website. If there are major changes that are required the policies can be re-visited after six months for revision. I am currently finalising a draft Safeguarding policy that may be required now that youth groups are renting the playing field. This should be ready for circulation prior to the meeting and I have included it on the agenda.
- Much time has been spent during the month on the issues with the hall insurance and looking at who is the legal owner of the hall.
- A letter of appointment has been sent to GAPTC for their internal audit service. I have not yet been allocated an auditor.

## Routine tasks

- 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 daily.

Carol Hinton

Clerk to the Council - 04/05/2024