

Clerk's Report for the June 2024 Full Council Meeting

Actions taken 5th May to 6th June 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 11th April – this is still being worked on and a decision is to be made soon. **Decision now made and included on agenda.**
- Have chased Joshua Gladwin at Thrings for an update on the adverse possession claim but have heard nothing further on this. **Updates on this from Cllr Heys.**
- 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. Having chased the internal audit I received the request for information on Thursday 6th June and at the time of writing this report have sent what information I can. I have included consideration of the report on the agenda but this may be received in time for the meeting. I will circulate once I receive it.
- The AGAR and associated documents have been prepared ready for consideration and publication. The Council can apply for exemption from the limited assurance review and this is included on the AGAR itself. I have suggested setting the period for the exercise of public rights from 1st July to 9th August as I am on holiday from 23rd June for a week. These are the latest dates the period can be set for.
- Booking forms for the Fun Day have been sent to those having previously registered an interest.
- I have submitted the report to Webnos on the defibrillator checks which Paul Smooker continues to do.

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 - 06/06/2024