

Clerk's Report for the July 2024 Full Council Meeting

Actions taken 7th June to 5th July inclusive

Tasks specific to this period

- Internal Audit took place electronically. This involved scanning and sending of information requested from the Internal Auditor and answering questions raised.
- The AGAR and associated documents have been displayed on the Council's website and the Certificate of Exemption sent to PKF Littlejohn.
- There was some discussion by email regarding the grant of money to the football club. I have added this to the agenda for discussion. I cannot see that the Parish Council has a grant awarding policy or if there is a specific budget set aside for grants. This may be something councillors would wish to introduce at a later date.

Routine tasks

- Preparation of minutes from previous meeting and undertaking necessary actions.
- 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 - 05/07/2024