

Clerk's Report for the September 2024 Full Council Meeting

Actions taken 6th July to 29th August inclusive

Tasks specific to this period

- Spent time trying to obtain quotes from surveyors for a Land Registry compliant plan for the adverse possession claim which proved more difficult than expected.
- Looking at Internal Audit Report and recommendations.
- Some admin for the Fun Day – arranging leaflet printing, float and stall booking details.
- Preparing the August payments and arranging for payment schedule and banking to be authorised.
- Several planning applications received with deadline dates prior to the meeting – liaising with FoDDC planners re: extensions.

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.
- Receiving and administration of planning applications.
- Checking and responding to e-mails daily.

Carol Hinton

Clerk to the Council – 29/08/2024