

Clerk's Report for the February 2025 Full Council Meeting

Actions taken 6th December 2024 to 30th January 2025 inclusive

Tasks specific to this period

- Have received drawing for Deed of Easement from Magnolia Square but solicitor also requires plan of the field itself.
- Following a comment from a member of the public I can confirm that the Ambulance service does not replace defib pads for free.
- I have not had any applications for the Clerk's post and have spent several hours contacting possible locum clerks without success.
- Have sent the precept request to FoDDC.
- Attended online session with Parish Online regarding '.gov.uk' websites and email addresses. Parish councils are being encouraged to move to these type of accounts and Parish Online are authorised to do this and can redesign websites, Councillors may wish to consider this at a later date.
- Liaised with Paul Smooker and registered the defibrillator with The Circuit who now deal with the national database. All info including pad expiry dates etc. now registered with them.
- Notified Casual Vacancy to FoDDC – no election to be called.

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 – 30/01/2025