

Clerk's Report for the June 2025 Full Council Meeting

Actions taken 12th May to 5th June inclusive

Tasks specific to this period

- Took the course “ Agendas and minutes training”.
- I have submitted the report to the Circuit 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.

Viktoriia Iemelianova

Clerk to the Council - 05/06/2025