

Clerk's Report for the September 2025 Full Council Meeting

Actions taken 5th July to 27th August inclusive

Tasks specific to this period

- Looking at Internal Audit Report and recommendations.
- Assistance in preparing form S106.
- Small tasks related to Alvington Summer Fun.
- Update The Pension Regulation details and Alvington website.
- Preparing the August payments and arranging for payment schedule and banking to be authorised.

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.

Viktoriia Iemelianova

Clerk to the Council – 27/08/2025