

# Clerk's Report for the October 2025 Full Council Meeting

Actions taken 28<sup>th</sup> August to 25<sup>th</sup> September inclusive

## Tasks specific to this period

- Several tasks around updates Bloomery Court regularisation application
- Completed an online course **Clerks the Knowledge Part 1**.
- Update The Pension Regulation details and Alvington website.
- Preparing the September 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.

Viktoriiia Iemelianova

Clerk to the Council – 25/09/2025