

Clerk's Report for the December 2025 Full Council Meeting

Actions taken 31st October to 28th November inclusive

Tasks specific to this period

- Several tasks around Quiz Night 2025.
- Further preparation for the precept-setting process for 26/27.
- Filing bank statements received and logging transactions in the Cash Book.
- Preparing the Q2 financial reports
- Preparing the November 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 –28/11/2025