

CLERK'S REPORT – 31/05/2022

Agenda Item	Action Required	By Whom	Progress	Date Closed
9th May 4a	Minutes of the meeting held on 17th January to be written up	Cllr Arnold		
9th May 7a	Chairman to be paid £250 expenses			
9th May 9	To pay Mrs Duckworth expenses for the Jubilee craft session on production of receipts		Awaiting receipts from Mrs Duckworth	
9th May 13c	To add Mrs Duckworth to the Council's mandate and online banking	Cllr Baker/ Clerk	Mandate has been sent off, awaiting further details	
9th May 14	Final payment to Mrs Penny Mutch	Clerk	Complete	30/05/2022
11th April 7c & 1st Feb 4	Grants for village organisations to be released	Clerk	Still to be done - have had to prioritise other matters this month!	
n/a	Go through emails received from December 2021 to May 2022 while no Clerk was in post	Clerk	Over 500 emails have been read/filed/deleted, still around 170 to check through	
n/a	Work out payments and notices owed to HMRC/Pensions Fund since December 2021	Clerk	Complete	30/05/2022
n/a	Check Council insurance policy and renewal date	Clerk	Complete - policy renewed	30/05/2022
n/a	Change passwords on all Council accounts	Clerk	Complete	24/05/2022
n/a	Complete AGAR and documents for Internal/External Auditors	Clerk		

Training courses attended:

Minutes & Agendas (26/04/2022)

Code of Conduct (27/04/2022)

Introduction to Planning (11/05/2022)

Meetings attended:

9th May – Annual Parish Council Meeting

25th May – Annual Parish Meeting