

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	Clerk		
9th May 9	To pay expenses for the Jubilee craft session on production of receipts	Clerk	Awaiting copies of receipts	
9th May 13c	To add the new Clerk to the Council's mandate and online banking	Clerk	Mandate has been sent off, awaiting further details	
11th April 7c & 1st Feb 4	Grants for village organisations to be released	Clerk	Awaiting confirmation of bank details	
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	Complete AGAR and documents for Internal/External Auditors	Clerk		
n/a	Change passwords on all Council accounts	Clerk		Complete 24/05/2022
9th May 14	Final salary payment to previous Clerk	Clerk		Complete 30/05/2022
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

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