

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

Actions taken 28th February 2025 to 31st March 2025 inclusive

## Tasks specific to this period

- Seeking replacement Clerk for APC
- Arranging for interim grass cutting.

## 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.

Gail Thompson

Clerk to the Council – 28/03/2025