

Clerk's Report for the February 2026 Full Council Meeting

Actions taken 29th November 2025 to 30st January 2026 inclusive

Tasks specific to this period

- Preparation and updating of all policies and procedures for the Extraordinary Meeting
- Sending all documents and renewing membership with the Gloucestershire Playing Fields Association.
- Prepare and submit a report regarding planning application P1397/25/FUL for the part conversion of an agricultural barn into an on-farm meat processing and cutting facility at Glebe Farm.
- Have sent the precept request to FoDDC.
- Updating and adding data to the new website.
- Attended online session with GAPTC.
- Correct a discrepancy in the Clerk's salary with PATA Payroll

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 – 30/01/2026