

Clerk's Report for the May 2026 Full Council Meeting

Actions taken 2nd May 2026 to 29st May 2026 inclusive

Tasks specific to this period

- Preparation and updating of a policies and procedures for the Meeting .
- Prepare and submit Internal Audit 2025/2026.
- Prepare all documents and forms for the AGAR 2025/2026.
- Small tasks around Summer Fun Day 2026.
- Updating and adding data to the new website.
- Attended online session with GALC.

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 – 29/05/2026