

Clerk's Report for the May 2026 Full Council Meeting

Actions taken 29th March 2026 to 1st May 2026 inclusive

Tasks specific to this period

- Preparation and updating of a policies and procedures for the Meeting .
- Prepare safety checks for Quarter 4 of the year 25-26.
- Prepare the Internal Control checks for Quarter 4 of the Financial Year 25–26.
- Prepare and submit VAT Return for 2024-2026.
- Updating and adding data to the new website.
- Attended online session with GAPTC.

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 – 01/05/2026