Clerk's Report for November 2026 Full Council Meeting

Actions taken 26th September to 30th October inclusive

Tasks specific to this period

- Small tasks related to the Pavilion Project.
- Filing bank statements received and logging transactions in the Cash Book.
- Preparing the October payments and arranging for payment schedule and banking to be authorised.
- Participating in several online meetings with FoDDC and GAPTC.
- Participating in a meeting with FoDDC Clerks.

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.

Viktoriia Iemelianova
Clerk to the Council – 30/10/2026