

## Clerk's report for meeting on 17<sup>th</sup> June 2026

### Administration and General Activities

Two weeks holiday including May Bank holidays and 8 days in early June.

Prepared Meeting Minutes for the Annual Meeting of the Parish Council and the Annual Parish Meeting.

Preparing the AGAR forms for June Parish Council meeting.

Attended the monthly Clerk's meeting online via MS Teams.

Digital Café sessions attended.

Website updates as usual.

Responding to FOI requests.

Fiveways report completed.

Following up on Actions from the Action Tracker.

Completed several software updates required for the laptops.

### Cleaning

Nothing to report this month.

### Correspondence

Correspondence list updated for next meeting.

### Scribe Account Software

Invoices and receipts processed.

Scribe reports produced (cashbook and summary reports).

### Finance

AGAR Forms downloaded and completed where possible.

May bank reconciliation completed. This will be reviewed and signed off by Cllr Orr when available. Cashbook reports also produced.

HMRC training regarding working from home expenses etc.

## Payroll

Processed employee timesheets using the HMRC Basic PAYE Tool as usual.

## Public Conveniences

Dyno Rod surveys to be arranged.

Waste collection with Biffa to be arranged.

## Library

Visual PAT testing completed by Allison Ewan. Physical PAT testing did not take place as planned. Now planned for Tuesday 23<sup>rd</sup> June 2026.

DBS clearance for Lisa Frost initiated.

Downloaded Library article and uploaded to our website.

Waste collection with Biffa on-going.

## Electricity Services

No new issues to report.

## Planning Applications

Planning Applications this month that need review added to the agenda.

## CIL Projects

Report produced for review.

## Work Planned for next month

- June Bank Reconciliation when I have the bank statements.
- Recruitment of a new clerk
- Update staff details with Pensions Regulator.
- Meetings – minutes/ agendas etc. as required.
- Payroll.