

## Clerk's report for meeting on 8<sup>th</sup> July 2026

### Administration and General Activities

8 days holiday in June and then catching up.

Prepared Meeting Minutes for the Parish Council meeting and preparing agendas for Staffing Committee meeting and next Parish Council meeting.

Sent AGAR forms off and responded to request for additional information.

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

Digital Café sessions attended.

Website updates as usual.

Fiveways report completed.

Following up on Actions from the Action Tracker.

Macrium Software licence renewed. Laptop backed up.

Data breach reported to the ICO.

### Cleaning

Deep cleaning required at toilets.

### Correspondence

Correspondence list updated for next meeting.

Dealing with complaints.

### Scribe Account Software

Invoices and receipts processed.

Scribe reports produced (cashbook and summary reports).

## Finance

Processing invoices for payment.

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

## Payroll

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

## Public Conveniences

Toilet cisterns replaced. Some outstanding issues to be resolved.

I had to grout the tiles as the contractors didn't have grout with them.

Dyno Rod surveys to be arranged.

Waste collection with Biffa to be arranged.

## Library

Outside decorating scheduled for week commencing the 20th July for the week.

Visual PAT testing was completed on Tuesday 23<sup>rd</sup> June 2026.

DBS clearance for Lisa Frost initiated. Still in progress.

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

On going – Road & Traffic reports expected soon.

## Work Planned for next month

- July Bank Reconciliation when I have the bank statements.
- Recruitment of a new clerk
- Update pension provider with Pensions Regulator.

- Meetings – minutes/ agendas etc. as required.
- Payroll.