

ITEM 9 - CLERK REPORT NOVEMBER 2024

It has been another busy month. I was on annual leave at the beginning of October and started back on 15th.

- Hilary and I are continuing to work on the Christmas event once a week together.
- Completed two evening zoom training courses – one on Dealing with Difficult People and one on Budgeting. Both were useful. The importance of having a positive “can do” attitude and working in an encouraging environment rather than a critical one are points worth noting.
- Week commencing 21st October – preparation for the Finance meeting – all bank recs and management reports up to date - prepared the preliminary budget for the committee and all the other agenda documentation. This was a huge amount of work.
- Week commencing 28th October – A Planning & Highways meeting, the Finance meeting (3 hours) and a meeting with Uniserve. Detailed planning comments sent back to WDC. Weekend work starting on the Finance minutes due to the number of actions required and items which were needed for the Full Council agenda.
- Week commencing 4th November – Compiling the Full Council agenda and all the documentation. Erected the Christmas banners and all shops now have a copy of the Christmas poster. 8 hours of weekend work completed.

Although I have just taken annual leave my overtime for this month was 19.5 hours.

I will completing my draft full council minutes on Friday 15th November. Apologies for the delay this month, budget work took over.

The stair climber has been ordered and will be delivered after Christmas.

The two contacts for the WDC Cuckoo Trail enhancements appear to have left and I now have to email the WDC Wellbeing department. The WDC planning application for the kiosk has been received and comments need to be sent back to WDC by 2nd December.

The Community Award certificates are at the framers and will be picked up next week.

Cllr Billings and I attempted Contract Finder but frustratingly we did not make progress.

The government consultation on remote meetings will be on the December Full Council agenda.

I will set aside next Tuesday purely for finance. Bank recs will be updated, and the new Reserves Spreadsheet will be completed. Draft Finance minutes finalised and a draft agenda prepared.

Thank you to Cllr Brockhurst for clearing the Christmas tree site – a great job which saved the parish council money.

Thank you to Cllr Billings for volunteering to complete the litter pick on the morning after the event – more money saved.

Thank you to Tim for replacing the gate catch on the memorial garden within a day of being informed about it.