

Clerk/RFO Report-December-January

14/12 Sent in Budget/precept request to ADC

15/12 Hosted Clerks Meeting here in Bersted:

Topics discussed:

- Suitable playpark surfaces/costs
- Newsletters
- Coronation
- Freedom of information
- Elections & suitable AGM dates
- Agenda and links to documents
- Using Outlook reminders

19/12 supported T&C Club

Office works:

Data Retention clearance

Creating of 2023 files/timesheets

End of year financials

VAT Return Q3

Personnel matters for Trainee Clerk

Creation of outlook email distribution data for Clerk/Chair meetings

Preparation/distribution for upcoming meetings:

Council

Community Action

Finance

Infrastructure