

## Clerk/RFO Report-November-December 2022

15/11 Community Action meeting

Claimed Tesco award balance

18/11 Arranged for a Southern Water rep to attend future infrastructure meetings

21/11 Finance Meeting/Budget/precept

22/11 Personnel matters and T&C Club

23/11 Councillor vacancy -ADC paperwork etc

24/11 M&S Collection for schools and Christmas fayre

24/11 Prepared raffle for Christmas Fayre

Bank reconciliations

1/12 Decorated Hall etc for Christmas fayre

2/12 Purchased food for kitchen for Christmas fayre

2/12 Personnel Matters

3/12 Supported Christmas Fayre

Arrangements for 15/12 Clerk and Chair networking here.

Set 2023 dates for Forward Plan /Personnel matters and Infrastructure meetings.

## WSCC online courses:

2/12 Employer requirements for Leavers, Retirement, New Starters.

2/12 Pensionable Pay workshop

9/12 Additional Pension contributions (APCs) and absences

6/12 Attended Planning presentation here from Barratt/David Wilson

6/12 Sent S106 proposal and Infrastructure Mtg details to Barratt/David Wilson

7/12 Applied for funding from ADC help alleviate hunger scheme

7/12 Delivery to Bersted Green and Southway School, remaining perishable stock from Christmas Fayre.

7/12 Christmas Fayre report and banking