**Deputy Clerks report –Feb – Mar 23**

**I have been involved with and attended the following: -**

Continued training with June on the different aspects of working for a Parish Council.

Liaising with Cllr Spencer arranging his Chairman’s Reception.

Clerks Meeting 16 February, which covered purchasing telephone boxes. Need to contact BT with the specific box, may only cost a £1. Things to think about regarding what the Parish Council may use the box for are is it connected to an electrical supply, is an electrical supply needed? Other clerks have found that contacting BT to disconnect or connect a supply can take some time for them to respond.

Tea & Coffee Club on 20 February.

Clerks Meeting 9 March

Electors’ Meeting 10 March

Hall enquires for regular and casual bookings.

Planning enquiries from developers, regarding Old Barton School Site, Nursery Fields, West Bersted and Shripney Dev for 44 homes.

Preparing files for the internal auditors annual scrutiny of year end accounts.

Ordering litter pick signage as requested by Council.

**Coming up**

Clerks Meeting 20 April

End of year Audit training with the Clerk