

## **Clerk/RFO's Report, September/October 2023**

w/c 11/9 =Annual leave

w/c 18/9 =Worked from home whilst had covid

### **Finance:**

Budget prep meetings.

Various invoices paid & BACS to schools and grant applicants.

Income & expenditure reports.

Petty Cash & Bank Reconciliations & VAT return.

Finance meeting preparation.

Requested various quotations related to next year's budget.

Speed Indicator Device related research with Sussex Police etc.

Emergency Resilience related research with WSCC and Felpham PC etc.

Bank signatories.

### **Personnel**

26/9 Salaries.

Personnel meeting 24/10

Staff internal & external training arrangements & review of timesheets.

Oversee timeline of Contractor Tenders-October meeting.

Members allowances.

### **Internal meetings -Deputy & Community Clerks & Councillors:**

Budget overviews.

### **Clerks networking**

Invite sent to all Clerks in Arun & Chichester for 19/10.

### **General:**

Councillor vacancy -required actions.

Created and circulated Council documentation for 10/10.

Willowpond & Spinney Clearance arrangements.