

Clerks Report, May-June 2023

Finance:

Sent AGAR and required supporting documents to external auditors.

Finance meeting & minutes:

Finance related correspondence:

Noticeboards for Bersted Jubilee Hall.

Social media training

Signage for Bersted Jubilee Hall

Dog /litter bin for Chalcraft Lane.

Investment Strategy/F.Reggs/S'O/Terms of Reference review.

Community:

Followed up actions from 4/5 meeting with **Bognor Foodbank** to establish Bersted Jubilee Hall donation arrangements and advertising for them their opening times and what assistance they could offer i.e their link to the C.A.B. I also enquired how to link them to our schools via the square meal project-**Rotary Club of Bognor Hotham** and invited them to attend our Playscheme. Further to my meeting with **Rotary Club of Bognor Hotham** they have kindly **donated 1,000 towards the 2023 Playscheme.**

23/5 Community Action meeting/research: Handover to Trainee Clerk. Playscheme rota. Payments by BACS to **Bersted Green and Southway School** to assist families in need of fresh food support for July Half-term.

26/5 Attended **Bersted Hub** with Cllr Lury, to network and establish what they currently do and plan to do, invited them to our future events i.e Playscheme. Also met with the Harvest UK volunteers there and highlighted to all the current Councillor vacancies.

Holy Cross article for newsletter

Forward Plan/Personnel meeting/research

24/5 Salaries

H&S: Including tree surgery apt for Jubilee Ditch trees.

Business Parish Plan objectives-allotments

Appraisal arrangements for 23/5

Pension discretions -annual review

LGPS annual return

LGPS 3-year pooling agreement

Staff training for Deputy & Trainee Clerk -audit and community action events, AGM.

Reference for previous Trainee Clerk

Created and circulated reports for these meetings.

General:

Created and circulated *AGM Council minutes* and completed actions required.

Created and circulated *Council documentation* for 13/6.

Council meeting review with Deputy/Trainee Clerk/Chairman for 13/6.

12/6 Attended social media training here and attended Police online meeting.

13/6 Hosted Clerks networking meeting here: (Report to follow).

Holy Cross letter of support for disabled access-Council agenda 13/6.

Cllr vacancies

I have issued packs to interested ones and arranged/attended informal meetings.