

## **Clerk/RFO's Report, August-September 2023**

### **Finance:**

Budget prep meetings.  
Various invoices paid.  
Income & expenditure reports.  
Petty Cash & Bank Reconciliations.  
Finance meeting preparation.  
Requested various quotations related to next year's budget.

### **Community:**

Playscheme support.

#### **Bersted Hub Community Day-Cllr stand 16/8**

I attended their community day and took the opportunity to speak with:

1. The Family Support Team
2. Arun Wellbeing Team
3. Arun Food partnership Team
4. My Sisters House
5. Community Wardens

I have followed this up to establish working together or for them to present here and had a briefing with Jacqui (FSW) to finalise next year's playscheme arrangements.

### **Personnel**

24/8 Salaries.  
Staff internal & external training arrangements.  
Oversee timeline of Contractor Tenders-October meeting.  
Members allowances.

### **Staff Training between Clerks:**

Planning and QB invoice training.  
Community Action handover.  
Council meeting handover.

### **Clerks networking**

Invite sent to all Clerks in Arun & Chichester for 19/9.

### **General:**

Councillor vacancy -required actions.  
Created and circulated Council documentation for 12/9.  
Planning meeting preparation for Deputy Clerk for 5/9.  
Overseen maintenance week w/c 21/8 which included the refurb of the Deputy/Community Clerk office, boiler service, and CCTV service and I.T service.

Covered duties for others annual leave.

ADC polling team site visit.

Created and sent to publishers the next Buzz magazine.

Created Willowpond/spinney flyer for 15/10 & 22/10.

Arranged banner for gazebo (next Cllr stand 1/10 at Shripney).

Corresponded with resident regarding speeding in Chichester Road.

**Deputy Clerks report –Aug - Sept 23**

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

A quieter month as I was on leave for two weeks.

Attended a First Aid course on 15 August.

Training the Clerk & Community Clerk on aspects of Quickbooks and Planning.

Entering income & expenditure on Quickbooks so that the Clerk can reconcile the accounts.

Helping with the Summer Playscheme, liaising with those attending and providing services.

Arranging for the new signage to be put up by the groundsman.

Contacting Arun DC Cleansing Team for permission to have a litter bin at the entrance to the Public Footpath in Chalcraft Lane by DT Autos. Awaiting confirmation that the location is suitable.

Enquiries regarding football training. Bookings on the field for the new football season.

Preparation of the office for its refurbishment.

Budget prep meeting with the Clerk.

Dealing with enquiries from the public.

P.T.O

**REPORT BY COMMUNITY CLERK**

**JUNE MILSON**

**AUGUST/SEPTEMBER 2023**

**Community Play Scheme**

Stocktaking and shopping for the scheme.

Aiding setting up and clearing.

Assisting with the smooth running.

**Community Action** - Finalising and sending out Agenda for Community Action Group Meeting. Having discussions with Clerk about 2023/2024 remaining budget and future Playscheme 2024/2025.

Preparing draft minutes and collating paperwork for Meeting on 19<sup>th</sup> September

Supporting Clerk during Deputy Clerks Annual Leave.

**Notice Boards** – Keeping these updated with the Deputy Clerk.

**Hall Booking Enquiries** – Answering emails. Showing prospective hirers around the halls.

**Training**

Quickbooks