

COMMUNITY CLERK REPORT

November/December 2023

Meetings Attended

- Full Council

Community Action

- Christmas cards ordered with winning design from Bersted Green School.
- I purchased prizes for all 3 entries for the Christmas Card Design Competition as agreed at CA meeting 21/11/23
- Arrangements made with Bersted Green School for Cllr Lury to attend Prize giving assembly where prizes to all three entries were given.
- Preparation for 2024 agenda items throughout the year
- Attended Tea & Coffee Club

Quick Books

- Loading on financial information which includes payments and expenses.
- Confirming all information loaded tallies with end balance.
- Transferring the above information onto spreadsheets.

Hall Hire

- Responding to email enquiries and taking bookings.
- Sending out relevant hall hire documents.
- Chasing regular hall hirers for new insurance documents.
- Showing potential hirers around the hall facilities

Notice Boards

- Regularly updating with new information for BPC and local events
- Angel designs printed off from Holy Cross Church to be placed into notice boards during the festive period to tie in with their Angel Theme.