

Deputy Clerks report – Sept 23

I have been involved with and attended the following: -

Training the Community Clerk on preparing invoices on Quickbooks.

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

Climate Change Working Group 14 September.

Tea & Coffee Club 18 September.

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. I am still waiting for confirmation that the location is suitable.

Hall booking enquires.

Planning enquires.

Preparing information for the Cllr Stand held in Shripney on 1 October.

Updating the Parish website and facebook page.

Researching companies to provide a new Parish Website for the Finance Committee to consider in November.

Dealing with enquiries from the public.