

REPORT BY TRAINEE CLERK

JUNE MILSON

JULY/AUGUST 2023

Community Play Scheme - Continuing to monitor and add to Volunteer Schedule in the office.

Community Action - Finalising and sending out Agenda for Community Action Group Meeting.

Preparing draft minutes and collating paperwork for Meeting on 11th July.

Clerk Meeting 11th July.

Complete action points from outcome of above meeting.

- Prepared and send letter of support to Reverend Jo King from Parish Council to Support application for Access Project.
- Prepared contact detail slips to be included with concert ticket prizes given in case re-scheduling is necessary.

Play Scheme – Purchase stock with Clerk and agreed a weekly re-stock where necessary.

Handover and update with Clerk in preparation for my Annual Leave as I am not attending 28th July and 4th August.

Bersted Hub Community Day – Cllr Stand – liaising with Cllrs to enquire of attendance followed by communicating with the Hub.

Notice Boards – Keeping these updated with the Deputy Clerk.

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

Training

VAT Return and VAT

Planning and QB invoice