

# MELBOURN PARISH COUNCIL

District of South Cambridgeshire

Meeting: 24 June 2019 (Full Council)

Agenda Item: PC030/19

Date of Report: 21/06/19

## Parish Clerk's report – June 2019

Council Meetings prepared for.	5
Emails received since last meeting	495
Hours Worked	145

The report below offers a flavour of some of the activities undertaken since last meeting. These are not intended to be exhaustive, and are in addition to my day-to-day duties running the Parish Office.

1. Prepared for and oversaw 2018/2019 internal audit.
2. Attended training course on village green management.
3. Meetings with Post Office re promoting awareness of current vacancy.
4. Oversaw review of village maintenance contracts.
5. Completed extensive analysis of s106 agreements and commuted sums outstanding.
6. Attending training on attracting and managing volunteers.
7. Attended training on Website Accessibility regulations 2018.
8. Meetings with Bassingbourn and Barrington PC's.
9. Off-site meetings with.
10. Implemented and oversaw upgrades to office IT equipment
11. Drafted several new policies & progressed ongoing policy review schedule
12. Progressed creation of a 'maintenance map'.
13. Various meetings with district Cllrs & Officers.
14. Completed initial work on a Cllr training programme.
15. Implemented this year's programme of staff appraisals.
16. Off-site meeting with Timebank co-ordinator.
17. Off-site meeting with county Council officers re faulty traffic lights
18. Village inspection of grass cutting contract