Clerks Report 09th August 2023

Duties since 18th May 2023 meeting:

- Obtaining quotes for insurance renewal in September
- Obtaining quotes and service description for new auditors
- Writing minutes and forming agendas
- Follow up of items by emails and phone calls from the last meeting including planning matters and highway issues
- Emails and forwarding on relevant communications
- Forwarding and responding to planning applications
- Final audit paperwork and posting on noticeboards

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Clerk to MWPC – claresmith.mwpc@gmail.com Tel: 07717 662 073

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