**Clerks Report 16/05/24**

Duties since 15th February meeting:

- Dealing with emails.
- Writing minutes and forming agendas.
- Following up items from the last meeting including planning matters and highway issues.
- Preparing and sending letters.
- VAT Claim.
- Preparation of accounts for internal audit.
- Completing of paperwork for appointment of new councillor for Denton.

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