

## **Clerks Report 15/05/25**

Duties since 15<sup>th</sup> February meeting:

- Dealing with emails.
- Writing minutes and forming agendas.
- Circulating and responding to planning matters.
- Following up items from the last meeting.
- Preparation of accounts for internal audit.
- Working with website developer to migrate email and prepare website.
- VAT Claim.
- Preparing invoices and cheques.

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Clerk to MWPC

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