

Clerks Report 13/11/25

Duties since 14th August meeting:

- Dealing with emails.
- Writing minutes and forming agendas.
- Circulating and responding to planning matters.
- Following up items from the last meeting.
- Updating Website.
- Preparing invoices and cheques.
- Updating policies and procedures.
- Obtaining quotes for noticeboard.
- Preparing 2026/27 Budget for discussion.

Bela Shaw

Clerk to MWPC

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