

Clerks Report 12/02/2026

Duties since 13th November 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.
- Undertaking asset check

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Clerk to MWPC

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