

Clerks Report 14/05/26

Duties since 12th 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.

Bela Shaw

Clerk to MWPC

clerk@midwharfedaleparish.gov.uk

Tel: 07817 064090