



Welcome to  
**Tormarton  
Parish Council**



**Parish Clerk's Report – May 2021**

**Actions from the Annual Meeting of Tormarton Parish Council on 4<sup>th</sup> May 2021.**

**04/05/2021 – No 7. To elect representatives to the following committees.**

Emails were sent to all committee advising them of their representatives. Cllr P Gabb was not informed that he was put forward as a representative due to his resignation being served prior to the action being carried out.

**04/05/2021 – No 10. To review and approve the risk assessment for returning to face-to-face meetings.**

The risk assessment was sent to the Village Hall committee and they have agreed to allow us to use the main hall for the Council's meetings.

**08/04/2021 – No 11. a) To consider the email update from Neil Howat relating to the planning breaches previously reported.**

The discharge of conditions were circulated along with a shared document for all Councillors to input into a response. An objection was sent on the portal on 27<sup>th</sup> May 2021.

**04/05/2021 – No 13. To review Tormarton Parish Council's Asset Register and agree any Amendments**

The amendments were made in line with the Council's insurance policy and circulated for comment.

**l) To consider the options for a secure online storage facility and secure document sharing platform.**

I have set up a secure google shared drive as well as a google document sharing template. This has no cost to the Council.

**04/05/2021 – No 18. To review Tormarton Parish Council's Annual Report for 2020/2021 and agree to publish the report.**

The annual report was re-drafted, circulated and published on the Council's website. An email also went out to the mailing list.

| Date                            | Hours        | Detail  |
|---------------------------------|--------------|---|
| 04/05/2021                      | 4            | Emails, Finances, Parish Meeting and Annual Council Meeting.          |
| 06/05/2021                      | 3            | Emails and Minutes from the meetings.                                 |
| 11/05/2021                      | 1.5          | Emails, Online Banking and Mailing List.                              |
| 13/05/2021                      | 1            | Emails, planning information, banking and staffing committee minutes. |
| 19/05/2021                      | 1            | Emails and Insurance Queries.   |
| 24/05/2021                      | 3            | Emails, Agenda Prep, Asset Register and Payroll.                      |
| 27/05/2021                      | 3            | Emails, Agenda Prep and Banking.                                      |
|                                 |              |   |
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|                                 |              |   |
| <b>Total Hours for May</b>      | <b>16.5</b>  |   |
| <b>Minus contracted hours</b>   | <b>18</b>    |   |
| <b>C/F from previous months</b> | <b>12.95</b> |   |
| <b>Owing to Clerk (Council)</b> | <b>11.45</b> |   |