

ITEM 4

Clerk's Report

Action Points from Previous Meetings.

23rd September

144- New computer system – update-ordered and installed.

28th October 2021

Para 155- PDF Converter- to be purchased.

25th November 2021

Para 171- Email sent to Skegness TC 24/1/22 re funding

Para 173- CPRE- WIP

Office Matters

CCTV-There have been several more requests from the police for footage. Although the new computer system has been installed, the software links need to be added by GBSG and this can not take place until the 28th January.

Website- it is now becoming easier to navigate since my second training session and I am showing Ros how to upload documents and make pages.

Scribe- the month end balance is much easier now and hopefully the end year AGAR will be much easier to complete. Ros has been using it and I will be showing her more of the balancing software before the end of the year.

Salaries- we are both now confident in calculating the month end and I have produced a flow chart for the actions.

Newsletter- Ros will be starting that soon. It is very time consuming.

The Public Space Protection Order requested of ELDC has been denied due to various reasons. Letter from ELDC to be scanned to councillors.

BONNY SMITH
Town Clerk
27th January 2022