

Clerk's Report – 17th December 2012

- 1.** Preparing Draft Budget for 2013/2014
- 2.** Communicating with West Midlands Pension Fund regarding outstanding Pension matters
- 3.** Arranging for Payroll on SAGE to be set up and dealing with outstanding Year End matters
- 4.** Arranging to prepare and advertise Notice of Vacancies
- 5.** Updating Cemetery spread sheet and invoices
- 6.** Attending to flood at Chadwick End Village hall. Arranging for drying out to be commenced
- 7.** Communicating with bank to change bank mandate and signatories