

Clerk's Report for 8 September 2026 Full Council Meeting, Gotherington Parish Council

1. Introduction

In the past month, my work has centred on launching the CIL grants application process, preparing and submitting the full Community Governance Review response to Tewkesbury Borough Council (including several resident submissions), refining financial processes and information, and progressing a number of outstanding tasks and matters already known to Council.

The following list covers most of the topics worked on (in addition to preparing for meetings and other standard tasks):

- Resolving a village website editing issue
- Setting up the application form for CIL grants using Microsoft Forms
- Setting up the Microsoft 365 licence and configuring it on the laptop
- Bookings system preparation work
- Community Governance Review response finalising and liaison with TBC
- Resolving accuracy issues on the accounting software

2. Actions from Previous Meeting

Please refer to the shared [Action Tracker document](#) on the team Dropbox, which all members have access to. If you have any queries or think anything has been missed off the list, please do let me know.

3. Overtime and travel expenses

During August I worked 16 hours of overtime. Subject to Council's approval, payment for this will be included in the September payroll, processed early October.

4. Upcoming Dates

- October Full Council: Tuesday 13th October at 7pm (deadline for agenda items: Tuesday 6th October)
- November Full Council: Tuesday 10th November at 7pm (deadline for agenda items: Tuesday 3rd November)
- December Full Council: Tuesday 8th December at 7pm (deadline for agenda items: Tuesday 1st December)

Meg Humphries

Clerk/RFO

3rd September 2026