

### **Sharing of Clerk duties between Council members**

As agreed during Llangernyw Community Council meeting on 18th May 2022, during a Council meeting on 18th May 2022. The duties were allocated between all councillors. This will continue until we have employed a Clerk.

<b>Duty</b>	<b>Councillor responsible for role</b>	<b>Comments</b>
Looking after Council's emails	Einir	Need to ensure that all correspondence is forwarded to ensure it is added to the agenda (if not already sent to the Council's email)
Receive correspondence and invoices, and file the information.	Einir (on emails) Chairman	Need to ensure that all correspondence is forwarded to ensure it is added to the agenda (if not already sent to the Council's email)
Arrange to display a copy of the Agenda on website and place on notice boards in the three wards	Chairman, to delegate to other areas	
Main contact for Planning Applications	Clwyd	Ensure all correspondence is placed on the agenda. Ask for extension of time to respond by Planning Department if more time required for Council to respond.
Book rooms for Council meetings	Llangernyw: Clwyd Pandy Tudur: Gwydion Gwytherin: Einir	
Set monthly agenda. Share agenda on email to councillors with the minutes of previous meeting.	Chairman	Co-ordinate with Einir and other councillors to collate information for the agenda.
Respond to any correspondence on behalf of council.	Chairman, or any other councillor, or keeper of emails	
Pay and receive invoices	Myrddin	
Pay in cheques into bank	Emlyn	
Council's Annual Report	Einir	Co-ordinate with Diane
Council Insurance	Einir	
Represent the Council on Un Llais Cymru meetings	Diane	
Report back to County Council on any matters raised by Councillors during Community Council meeting.	Chairman	
Cemeteries: • Main contact • Burial Register • burial fee from undertakers	Cemeteries Committee – Emlyn Williams (Main contact) Mark Davies, Ann Vaughan,	

	Clwyd Roberts	
Prepare quarterly declaration for the Council on income and expenditure	Diane	
Minutes: • take minutes during meetings • Type minutes • Arrange for them to be translated • Arrange for them to be displayed on the website once approved by Community Council.	Enlli	