

### **Clerks Report for 3<sup>rd</sup> Dec 2024**

- November PC meeting minutes and post meeting action.
- Discussions with BT about account and package updates
- Worked with payroll team to ensure budget correct for 2025/26
- Finalised the proposed budget for December sign off
- Went through the new model document for Financial Regs and changed in accordance with HDPC procedures
- Finalised with 2025 meeting dates and published
- Advisory Committee meeting prep and meeting held on 26<sup>th</sup> Nov
- Post Advisory Committee meeting – minutes and actions