



Callander Community Council
Meeting on Monday, 11th. April 2022
Secretary's report

I have dealt with the following correspondence:

- Emails from a member of the public seeking to obtain a copy of the March ZOOM meeting.
- Other email requests for information which have been forwarded to the appropriate office bearers for a response.
- I have contacted all nominees for Citizen of the Year to inform them of the result.
- I sent the traveller from Skye a copy of the letter that was published in the BLV in April.

In total, there have been 57 email chains that I have processed since last month's meeting.

This is in addition to the day-to day work ensuring the smooth running of the community council, such as setting agendas in liaison with the Chair and other community councillors, keeping minutes and records and ensuring effective communication between committee members and members of the public.

There are two outstanding requests, one related to speeding and one on the Befriending service, which will be discussed under AOB at the meeting.