

SEPTEMBER CLERK REPORT

Betchworth Parish Council

Correspondence to acknowledge.

- Daily work communications (message out the comms that impact Betchworth)
- In the Know weekly and daily bulletin reports
- GATCOM Weekly News Bulletin's (issued to councillors for information)
- NALC Chief Exec Weekly Bulletin's (issued to councillors for information)
- Weekly statements from Cllr Cooksey (issued to councillors for information)
- Liaison with Cllr H Clack to support her Pebble Hill residents meeting
- Liaison with Cllrs and residents to support Pebble Hill residents meeting
- Comms to Poland Meadow regarding support of ditch clearing
- Preparation and circulation of draft minutes
- Update to Zurich (insurance company) on change to asset status to reflect new play equipment
- Various to defib suppliers to obtain pads for defib at Village Hall
- Request for incident report from Police for period
- Liaison with resident and cllr over bench design and location for Goulburn Green
- Update to Re-Betchworth on flooding newsletter and proposal for planter at Village Store
- Liaison with contractor over tree work on perimeter of allotments
- Comms with local organisation regarding grant application process
- Comms with SCC and C Cllr Helyn Clack to co ordinate Pebble Hill Highways programme of works

Footpaths

- Obtain quotation for tidying and clearing of footpath area by village store
- Support tender process for church pathway

Highways/ Rail

- See Correspondence to acknowledge - Liaison with stakeholders re Pebble Hill programme of works.
- See also mtgs

Burial Ground

- Correspondence re Permits x 2
- Correspondence following action from August meeting
- Confirm acceptance of quote with contractor to replace post

Finance & Policies

- Prepared September invoices for approval

- Reconciled August banking
- Resolved issue with access HSBC
- Prepared and sent VAT Return

Meetings Attended / Training

- Onsite Chair & V.Chair Mtg to support prioritisation of Agenda items
- Onsite Full Committee Mtg
- Onsite Resident Bus Shelter project – for quotes
- Onsite Goulburn Green – for quotes
- Onsite County Cllr / SCC to meet with Pebble Hill residents re Highways issues
- Onsite HSBC
- SLCC Clerk Forum
- Onsite SLCC Surrey Branch

Planning

- Weekly planning monitoring

Other Items

- Prepared Audit Conclusion Notice
- Updated noticeboards
- Updated website
- Drafts and liaison for Parish News Letter
- Ordered pads for Woodstock Farm Defib
- Ordered window boxes for bus shelter
- Issued Village emails