

NOVEMBER CLERK REPORT

Betchworth Parish Council

Correspondence to acknowledge.

- Daily work communications (message out the comms that impact Betchworth)
- Prepared and sent weekly councillor update comms
- In the Know weekly and daily bulletin reports
- GATCOM Weekly News Bulletin's (issued to councillors for information)
- Weekly statements from Cllr Cooksey (issued to councillors for information)
- Notified MVDC of Cllr resignation
- Prepared and posted minutes of November meeting
- Prepared and posted Agenda for December meeting
- Prepared Agenda with supporting documentation for cllr packs
- Obtained quote for CilCA training for budget purposes
- Reviewed budget for website for backend upgrade work
- Correspondence with resident re allotment hedges
- Correspondence with Knights re Christmas lighting timer
- Correspondence with DCllr re grant funding requests
- Correspondence with UK power networks re tree work
- Correspondence with ReBetchworth regarding leaf clearing of wildflower strip
- Liaison with contractor re benches on Goulburn Green
- Liaison with contractor over quotes for Burial Ground works
- Booked the Hamilton Room for 2025 meetings Jan-Dec

Footpaths

- Liaison with contractors over tenders for church farm path

Highways/ Rail

- Liaison with SCC over flooding at new drain site on Pebble Hill

Burial Ground

- Correspondence re burial enquires x 3
- Liaison with contractor for preparation of quotation for Autumn clearing works

Finance & Policies

- Processed payment of October Invoices
- Prepared November invoices for approval

- Reconciled October banking
- Prepared draft 2025/26 Budget pack
- Prepared recommendation for 2023/24 budget adjustments to reflect actual activity

Meetings Attended / Training

- Meeting with V.Chair in preparation for monthly meeting
- Monthly Parish Meeting
- Meeting with Chair & V.Chair for planning / preparation for Audit & Litter Pick
- Attended Buckland Parish Council Meeting
- Meeting with Chair and Resident to discuss local project
- Attended Planning Seminar
- On site internal audit
- Attended SALC conference
- Budget meeting with Finance group to review draft budget 2025/26

Planning

- Weekly planning monitoring

Other Items

- Prepared & posted Vacancy Notices
- Sent application forms to prospective applicants for 'Councillor vacancy
- Sent return for 2025 Electoral Register Entitlement
- Organised wreath for remembrance Sunday
- Updated noticeboards
- Updated website
- Supported Chair and V.Chair with litter pick preparations
- Organised planter and planter refresh with biodiverse planting at Village store