

DECEMBER 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
- GATCOM Weekly News Bulletin's (issued to councillors for information)
- Weekly statements from Cllr Cooksey (issued to councillors for information)
- Prepared and posted minutes of December meeting
- Prepared Agenda with supporting documentation for cllr packs
- Correspondence with resident re allotment hedges
- Liaison with contractor re benches on Goulburn Green
- Liaison with contractor over quotes for Burial Ground works
- Prepared and send planning comment letter
- Prepared PH report update and circulated

Footpaths

- Liaison with contractors over tenders for church farm path

Highways/ Rail

- Liaison with SCC & DCllr over updates on Pebble Hill works

Burial Ground

- Correspondence re burial enquires x 3
- Visits with relatives to identify plot and mark grave
- Liaison with contractor for completion of Autumn clearing works

Finance & Policies

- Processed payment of November Invoices
- Prepared December invoices for approval
- Reconciled November banking
- Updated budget pack for 2025/26 following November 28th Finance Group meeting
- Updated 2024/25 budget to reflect recommendations of finance group signed off at December full meeting.
- Shared updated pack with Finance Group and scheduled follow up meeting.
- Updated mandates to reflect new membership
- Completed direct debit card application

Meetings Attended / Training

- Meeting with Chair & V.Chair in preparation for monthly meeting
- Monthly Parish Meeting
- Highways focus group meeting
- MVDC Clerk meeting
- SLCC Surrey meeting

Planning

- Weekly planning monitoring
- Finance planning for budget

Other Items

- Updated noticeboards
- Updated website
- Updated and circulated action log