

# JANUARY CLERK REPORT

Betchworth Parish Council

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## Correspondence to acknowledge.

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- 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 January meeting
- Prepared Agenda with supporting documentation for cllr packs
- Correspondence with Re-Betchworth
- Correspondence with resident re Village Hall booking
- Correspondence with local group re defibrillators
- Correspondence with resident regarding facilities location
- Prepared draft comms for Parish News
- Prepared and sent Grant and CIL funding application requests
- Liaison with residents over CIL funding ideas

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## Footpaths

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- Meeting & liaison with contractors over quotes for church farm path

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## Highways/ Rail

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- Liaison with SCC & DCllr over replacement bus service on Pebble Hill
- Liaison with Cllrs over potential station parking opportunity.

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## Burial Ground

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- Correspondence re burial enquires x 3
- Visit to mark ashes plot
- Liaison with contractor for completion of Autumn clearing works
- Prepared invoices
- Liaison with Stoneman and Sherlocks over pricing & availability enquires

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## Finance & Policies

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- Processed payment of December Invoices
- Prepared January invoices for approval
- Reconciled December banking
- Prepared final budget pack and supporting documentation for 2025/26 for sign off

- Prepared CIL schedule
- Prepared schedule for regular payment 2024/25
- Prepared & sent Precept form to MVDC

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## Meetings Attended / Training

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- Meeting with Chair & V.Chair in preparation for monthly meeting
- Monthly Parish Meeting
- Finance group meeting to prepare for Budget and Precept sign off
- SALC Clerks Forum
- Re-Betchworth catch up meeting
- Burial Ground contractor meeting

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## Planning

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- Weekly planning monitoring
- Planning response letter x 1
- Liaison with resident over scheduling of planning review

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## Other Items

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- Updated noticeboards
- Updated website
- Updated and circulated action log
- Progressed work to look at derisking issue of clerk as single point of failure
- Liaised with estate re Parish & residents post box
- Liaised with applicants and cllrs over vacancy
- Resolved issue with laptop antivirus licensing