

FEBRUARY 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 February meeting
- Prepared Agenda with supporting documentation for cllr packs
- Updated news article on website re Grants & CIL to enable link to WhatsApp group
- Requested further information re road traffic incident following police report
- Updated village hall booking for APM
- Date for Diary sent for APM to CCllr and District Cllrs
- Liaison with SALC re incorrect statement
- Correspondence with Re-Betchworth
- Correspondence with cllr and resident re minute update
- Correspondence with stakeholders to advise of works on Church Farm Path
- Correspondence with resident re village hall booking
- Requested information from SCC for village questionnaire
- Correspondence with local cllr re adhoc litter pick SCC collection
- Correspondence with resident regarding latch on BG gate
- Prepared draft comms for Parish News
- Liaison with residents over CIL funding ideas

Footpaths

- Liaison with contractors over quotes for church farm path
- Liaison with cllrs, residents and CCllr over issues

Highways/ Rail

- Liaison with Network Rail and GWR over line closure

Burial Ground

- Correspondence re burial enquires
- Spoke with relatives re requirements and plot options
- Visit to mark grave
- Liaison with contractor for completion of Autumn clearing works
- Prepared invoices
- Liaison with Stoneman and Sherlocks over pricing & availability enquires
- Updated pricing for new financial year

- Audit of years transactions
- Chased up amounts owing and reconciled payments

Finance & Policies

- Processed payment of January Invoices
- Prepared February invoices for approval
- Reconciled January banking
- Raised PO and invoiced SCC for annual litter picks
- Prepared Grant Pack for Finance Group Meeting
- Chased bank on error on mandate

Meetings Attended / Training

- Monthly Parish Meeting
- MVDC Planning meeting on process
- Met with contractor to review works completed at BG,GG and allotments
- Met with VC re updates and ongoing actions
- Visit to bank x 2 to resolve issues
- Meeting with auditor on updating new financial regs
- Meeting with finance group to prepare Grant recommendation for full Council

Planning

- Weekly planning monitoring
- Planning response letter x 1

Other Items

- Updated noticeboards
- Updated website – Parish monthly correspondence
- Updated and circulated action log
- Progressed work to look at derisking issue of clerk as single point of failure
- Installed Parish Post Box
- Commenced change of address with stakeholders for Parish
- Liaised with applicants and cllrs over vacancy.
- Completed audit of website for out-of-date links and pages
- Further to above, commenced contacting local groups about updating content
- Commenced update of website
- Updated useful contacts page on website