JULY 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 July meeting
- Prepared Agenda with supporting documentation for cllr packs
- Prepared draft for Parish Magazine
- Correspondence with ICCM regarding membership
- Correspondence with Brockham PC re Skate Park query
- Correspondence with MOP re contact for Parish News
- Correspondence with Architect completing feasibility study for disabled access to St Michaels
- Correspondence with MOP re IT security workshop opporunity

Highways/ Rail

- Liaised with County Cllr and Parish Cllrs regarding dates for Highways review of issues
- Liaised with GWR re line closure
- Comms with SCC re A25 DfT Safety Roads Fund update

Burial Ground

- Correspondence with funeral directors re permit requests
- Visits x 2 MOP ERBs
- Prepared ERB paperwork
- Liaison with MOP and Cllrs re memorial query
- Updated plan to include 5 additional plots
- Liaison re update of ERB
- Cleared plot of memorial flowers
- Marked plot for memorial
- Followed up on options for memorial safety assessment

Allotments

- Followed up on 2025/26 invoicing
- Reviewed waiting list and liaised with potential new tenant(s)
- Reviewed options for site clearing with contractors
- Prepared updated draft of allotment policy

Footpaths

- Liaison with District Cllr re adjoining footpath with another Parish

Finance & Policies

- Processed payment of July Invoices
- Prepared August's invoices for approval
- Prepared bank recs for approval
- Liaison with Banks over updates to mandates
- Booked internal audit for 21st October

Meetings Attended / Training

- Monthly Parish Meeting
- Mtg with Chair
- CiLCA Training x 2 sessions
- SALC Cllr Forum
- Mulberry Audit and Finance seminar
- Unitary Proposals Webinar

Planning

- Weekly planning monitoring
- Prepared letter for application response to MVDC

Other Items

- Updated noticeboards
- Updated and circulated action log
- Prepared June Backup
- Followed up on review of document sharing solution(s) for Council papers and packs
- Further to above, followed up on email sharing following advice received at Audit and Finance seminar