

Clerk's Report – November 2022

Clerks Correspondence: this records what was done in the last month with any correspondence that is generated by non-councillors or its committees and working parties (i.e. villagers and external organisations):

To note: this has been another quiet month regarding contact with Walberswick residents. But there are no outstanding areas of concern.

Date	Item	Action Taken/to be taken	Notes
11 th October 2022	3 x emails to contractors regarding decision on noticeboards	Successful contractor notified, two others turned down, lead time is 9-12 weeks.	To monitor until a delivery date is received, then schedule installation.
13 th October 2022	Call from contractor regarding a Christmas Tree for the village.	Speak to Council at November meeting.	Pending.
15 th October 2022	Delegated planning meeting and response email to ESC.	Email response.	COMPLETE.
18 th October 2022	Email from WCLC about Pavilion fixtures.	Inform Chair.	COMPLETE.
20 th and 23 rd October 2022	2 x emails regarding election costs.	Awaiting final figures.	Forward to RFO and Chair when received.
27 th October 2022	3 x emails from one member of the public about allotment licence and responsibilities.	No further action.	Will respond if they want a plot.

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Matters arising – things agreed at a previous meeting and when it is proposed that they will be on a future agenda

Meeting	Item	Action required and by whom	Date for next consideration on an agenda
July 2022	Grass Cutting Contract	Council decision.	December 2022.