

Clerk's Report – September 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 – Clerk was on leave from 28th July to 14th August 2022.

The period since retuning has been very quiet for any business which is not directly Council related. This is common at this time of year.

Date	Item	Action Taken/to be taken	Notes
12 th July	Contact from neighbouring Council about PROW group.	Forwarded info to all Councillors.	COMPLETE.
15 th July	Email from MOP about memorial bench.	Directed to WCLC as on their land.	COMPLETE.
17 th July	Email from MOP about bench.	Forwarded information on policy.	COMPLETE.
14 th July	Email booking Portaloo	Delivery date confirmed.	Awaiting invoice.
18-22 nd July	Nine emails about noticeboards.	Quotes compiled into a comparison document.	On agenda for September meeting.
22 nd July	Email from ROSPA.	September inspections confirmed.	Will receive reports after inspection.
22 nd July	Email from ESC about DC donation.	Forms completed and monies received.	COMPLETE.
25 th July	Allotment spreadsheet confirmation emails x 20.	Confirmed plot holders and invoice details.	COMPLETE.

In the leave period I received 42 out of office replies, the Chair had authority to respond on my behalf.			
28 th August	Email from MOP about bench ownership.	Investigated ownership.	Responded.

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
June 2022	Noticeboard	Bespoke option to be considered.	September 2022.
July 2022	Grass Cutting Contract	Council decision.	October 2022.
October 2021	ROSPA Report	Council to note and produce action plan.	October 2022