

CLERK'S REPORT – 31/12/2022

Agenda Item	Action Required	By Whom	Progress	Date Closed
22/9 (a)	Discuss replacing village hall furniture next budget meeting	Clerk		
22/31 (a)	Contact PPL PRS to see if we are due a refund	Clerk	Awaiting response from PPL PRS (chased 13/12/2022)	
22/88 (c)	Obtain up to date valuation for the Village Hall	Clerk		
22/91 (e)	Obtain update on Village Hall guttering	Clerk	Caretaker is struggling to find matching parts	
F22/22 (i) & (v)	Produce H&S Checklists for the Village Hall	Clerk		
F22/22 (iii)	Review the internal control systems once the Booking Manager has access to view the Council's current account	Council		
F22/22 (iv)	Update the Council's Risk Assessment and add sections for 'Loss of Key Staff' and 'Business Continuity'	Clerk		
F22/22 (vii)	Update the Asset Register	Clerk		
F22/23 (i)	Update the Council's Financial Regulations for adoption by Full Council	Clerk		
n/a	Produce draft budget for Finance Committee discussions	Clerk	In progress	
n/a	Produce list of regular payments for the next financial year	Clerk	In progress	
n/a	Complete Third Quarter Accounts	Clerk	In progress	
22/86	Find information on previous equipment for residents interested in starting up Speed Watch team again	Clerk	Complete. Interested residents have now completed training and are looking to source new equipment	01/12/2022
22/90 (d)	Forward photos of collision on A134/Boxted Road junction to Cllr Barber	Cllr Arnold	Complete	01/12/2022
22/89 (e)	Comment on proposed East Anglia GREEN Project by 5th Dec	Clerk/ Cllr Sudbery	Complete	05/12/2022
22/77 (a)	Research more quotes to upgrade notice board outside the school	Clerk	Complete	06/12/2022
F22/24	Gather all grant applications and get information ready for the Finance Committee meeting where they will be discussed	Clerk	Complete	06/12/2022

n/a	Contact Neighbourhood Services regarding dog fouling issues	Clerk	Complete	07/12/2022
22/92 (c)	Notify school that the Council will be replacing the notice board and research any possible grants and locality budgets	Clerk	Complete	07/12/2022
22/102	Comment on Planning Application 213363	Clerk	Complete	08/12/2022
22/105 (a)	Comment on Planning Application 222808	Clerk	Complete	08/12/2022
F22/31 (b)	Amend the Grants to Benefit the Community Policy & Procedure	Clerk	Complete	12/12/2022
22/88 (f)	Change Council bank accounts from Barclays to Unity Trust	Clerk	Complete	30/12/2022

Training courses attended:

1 December – Council Finance Course

Meetings attended:

5 December – Parish Council Meeting

12 December – Finance Committee Meeting

19 December – Caretaker at Village Hall