

## CLERK'S REPORT – 30/06/2022

Agenda Item	Action Required	By Whom	Progress	Date Closed
22/4 (b)	Minutes of the meeting held on 17th January to be written up	Cllr Arnold		
11th April 7c & 1st Feb 4	Grants for village organisations to be released	Clerk	All except one have been paid - awaiting confirmation of bank details	
n/a	Go through emails received from December 2021 to May 2022 while no Clerk was in post	Clerk	Over 500 emails have been read/filed/deleted, still around 170 to check through	
22/8 (f)	Upgrade Clerk's mobile phone and contract	Clerk	New phone ordered - awaiting receipt	
22/8 (g)	Renew Clerk's membership with SLCC	Clerk		
22/8 (h)	Renew Council's membership with RCCE	Clerk	Need to confirm which membership has been agreed (next meeting)	
22/8 (j)	Rialtas software training - 18/07/2022	Clerk, Cllr Baker, Cllr Arnold	Booked for 18/07/2022	
22/9 (a)	Discuss replacing village hall furniture at next budget meeting	Clerk		
22/9 (b)	Obtain quotes for upgraded CCTV systems	Clerk		
22/12	Update Councillors' Registers of Interests	Clerk/ Councillors	Most received	
22/13 (b)	Research changes to Google Account	Clerk		
22/14 (b)	Invoice owner of property on A134 for the hours the Village Warden spent cutting back their hedge	Clerk		
n/a	Prepare items for External Audit and send off	Clerk	Completed	30/06/2022
9th May 7a	Chairman to be paid £250 expenses	Clerk	Completed	15/06/2022
9th May 9	To pay Mrs Duckworth expenses for the Jubilee craft session on production of receipts	Clerk	Completed	30/06/2022
9th May 13c	To add Mrs Duckworth to the Council's mandate and online banking	Cllr Baker/ Clerk	Completed	23/06/2022

22/2	Notify Colchester Borough Council of Caroline Wescomb-Cross's resignation	Clerk	Completed - notices received and displayed	09/06/2022
22/7	Reply to resident who emailed concerning a basketball court	Clerk	Completed	20/06/2022
22/8 (d)	Internal Audit - 16/06/2022	Clerk	Completed	16/06/2022
22/8 (e)	Pay additional £60 to Village Funraisers	Clerk	Completed	24/06/2022
22/10 (e)	Send Council's response to National Grid's pylons proposal	Clerk	Completed	15/06/2022
22/11 (a)	Reply to resident who emailed concerning hedges along Brick Kiln Lane	Clerk	Completed (resident is not happy that it is not known who is responsible for the hedges)	21/06/2022
22/11 (c)	Notify Lewis Barber that we are still not happy with the leaks on A134 towards Chesterwell	Clerk	Completed	23/06/2022
22/8 (i)	Cancel HP Ink subscription	Clerk	Completed - subscription will end at the end of the billing cycle 4 July 2022	04/07/2022
n/a	Report fly tipping outside Yew Tree pub and Geantrees	Clerk	Completed	27/06/2022
n/a	Report vandalised street sign on Grange Road	Clerk	Completed	27/06/2022

**Training courses attended:**

9 June – Law & Procedures Course

23 June – Standing Orders Course

**Meetings attended:**

13 June – Parish Council Meeting

15 June – Village Hall Booking Manager

16 June – Internal Auditor