

CLERK'S REPORT – 30/06/2022

Agenda Item	Action Required	By Whom	Progress	Date Closed
9th May 4a	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 paid except one - 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)	Renew Clerk's mobile phone contract	Clerk	New phone ordered	
22/8 (g)	Renew Clerk's membership with SLCC	Clerk		
22/8 (h)	Renew Council's membership with RCCE	Clerk	Confirm which membership	
22/8 (j)	Undertake Rialtas Software training	Clerk/Cllrs	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 system	Clerk		
22/12	Update Councillors' Registers of Interests	Clerk	Most received, awaiting a couple	
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 hedge	Clerk		
22/2	Notify Colchester Borough Council of Cllr Wescomb-Cross's resignation	Clerk	Completed	09/06/2022
9th May 7a	Chairman to be paid £250 expenses	Clerk	Completed	15/06/2022
22/10 (e)	Send Council's response to National Grid's GREEN project pylons proposal	Clerk	Completed	15/06/2022
22/8 (d)	Internal Audit	Clerk	Completed	16/06/2022
9th May 13c	To add the new Clerk to the Council's mandate and online banking	Clerk	Completed	23/06/2022
22/11 (c)	Notify Cllr Barber that GHPC is still not happy with the leaks on the A134 towards Chesterwell	Clerk	Completed	23/06/2022
22/8 (e)	Pay £60 toward Village News production	Clerk	Completed	24/06/2022
n/a	Report flytipping outside Yew Tree & Geantrees	Clerk	Completed	27/06/2022

n/a	Report vandalised street sign on Grange Road	Clerk	Completed	27/06/2022
n/a	Prepare items for External Audit and send off	Clerk	Completed	30/06/2022
9th May 9	To pay expenses for the Jubilee craft session on production of receipts	Clerk	Completed	30/06/2022
22/8 (i)	Cancel HP ink subscription	Clerk	Completed	04/07/2022

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