

CLERK'S REPORT – 31/08/2022

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		
n/a	Go through emails received from December 2021 to May 2022 while no Clerk was in post	Clerk	All emails have been read, some still left to be filed appropriately	
22/9 (a)	Discuss replacing village hall furniture at next budget meeting	Clerk		
22/13 (b)	Research changes to Google Account	Clerk		
22/31 (a)	Contact PPL PRS to see if we are due a refund	Clerk/Cllr Arnold	Awaiting confirmation of what to request from Cllr Arnold	
n/a	Renew Hallmaster licence	Clerk		
n/a	Dangerous tree on Geantrees property A134	Clerk	Completed	30/08/2022
22/31 (c)	Write up Terms of Reference for Finance Committee	Clerk	Completed	25/08/2022
n/a	Send off tax reclaim	Clerk	Completed	25/08/2022
22/8 (f)	Upgrade Clerk's mobile phone and contract	Clerk	Completed	06/07/2022
11th April 7c	Grants for village organisations to be released	Clerk	Completed	07/07/2022
22/38 (c)	Sign up Clerk to commence CiLCA qualification in September	Clerk	Completed	07/07/2022
22/8 (g)	Renew Clerk's membership with SLCC	Clerk	Completed	07/07/2022
22/31 (d)	Renew both Council's memberships with RCCE	Clerk	Completed	11/07/2022
22/30 (b)	New fridge freezer required for the Village Hall	Finance Committee	Completed	13/07/2022
22/33	Accept quote from Mr Spicer to repair fencing around WI Hall	Clerk	Completed	08/07/2022
22/37	Escalate problems of leaks on the A134 to Cllr Scott	Clerk	Completed	11/07/2022
22/36 (b)	Notify the GH Neighbourhood Planning Committee that the Council gives approval for them to execute a housing needs survey	Clerk	Completed	11/07/2022
n/a	Complete Pensions Scheme re-enrolment	Clerk	Completed	19/07/2022
22/8 (j)	Rialtas software training	Clerk, Cllr Baker	Completed	18/07/2022

22/34	Request one tonne pallet of salt bags from Salt Bag Scheme	Clerk	Completed	19/07/2022
n/a	Notify Colchester Borough Council of co-option of Cllr Sudbery and send register of interests	Clerk/Cllr Sudbery	Completed	19/07/2022
22/14 (b)	Invoice owner of property on A134 for the hours the Village Warden spent cutting back their hedge	Clerk	Completed	10/07/2022
22-Dec	Update Councillors' Registers of Interests	Clerk/Councillors	Completed	19/07/2022
22/32 (b)	Annual service for intruder alarm system	Chairman	Completed	29/07/2022
22/38 (b)	Pay Clerk June overtime with July's salary	Clerk	Completed	30/07/2022
April 22 7f	Complete forms for Booking Manager to access bank account	Clerk	Completed	04/08/2022
n/a	Put together job description and contract for Caretaker role	Clerk	Completed	
n/a	Report damaged tree leaning on power line on Tog Lane	Clerk	Completed	02/08/2022
n/a	Check with internal auditor the best way to enter retainers onto banking system	Clerk	Completed	01/08/2022
n/a	Complete forms for Neighbourhood Planning grant acceptance	Clerk	Completed	29/07/2022
n/a	Report water leak on School Lane/London Road TWICE	Clerk	Completed	05/08/2022
n/a	Wasps outside village hall	Clerk	Completed	09/08/2022
n/a	Report damaged road signs Coach Road	Clerk	Completed	09/08/2022
n/a	Report damaged road sign Blackbrook Road	Clerk	Completed	09/08/2022
F22/5	Update new village hall hire rates on GHPC website	Clerk	Completed	20/07/2022
22/9 (b)	Obtain quotes for upgraded CCTV systems	Clerk	Completed	21/07/2022
n/a	Request dog waste bins are emptied	Clerk	Completed	31/08/2022

Training courses attended:

18 July – Rialtas accounts software training

Meetings attended:

4 July – Parish Council Meeting

8 July – Finance Committee

16 June – Internal Auditor