

CLERK'S REPORT – 31/10/2022

Agenda Item	Action Required	By Whom	Progress	Date Closed
22/9 (a)	Discuss replacing village hall furniture at next budget meeting	Clerk		
22/31 (a)	Contact PPL PRS to see if we are due a refund	Clerk	Awaiting response from PPL PRS	
22/47	Clerk to liaise with resident to see how the Parish Council and local community can help those in need during the cost of living crisis	Clerk	Emails ongoing	
22/74 (a)	Contact Colchester Borough Council to ask for a reduction in streetlight costs due to changing to LEDs	Clerk		
22/77 (a)	Place signs in Old Village Hall and Blackbrook Road notice boards stating they are no longer in use	Clerk		
22/73 (a)	Comment on Planning Application 222137	Clerk	Complete	07/10/2022
22/78	Pay CNB Housing Insights invoice	Clerk	Complete	07/10/2022
22/74 (a)	Contact Electrical Testing Ltd to see if they can help repair the corroded streetlights	Clerk	Complete	07/10/2022
F22/21	Complete Half-Yearly accounts	Clerk	Complete	10/10/2022
F22/23	Write a report of recommendations arising from Financial Regulations training	Clerk	Complete	10/10/2022
F22/24	Re-write a Grant Application Policy and produce application form	Clerk	Complete	11/10/2022
22/54 (a)	Obtain a quote for updated CCTV Systems from Spectrum Security	Clerk	Complete	13/10/2022
22/71	Meeting with Community Neighbourhood Services team along the A134	Clerk & Councillors	Complete	18/10/2022
n/a	Contact RCCE Village Halls for advice/guidance on day to day running of Village Halls and legal duties	Clerk	Complete	19/10/2022
n/a	Complete form from RCCE to advertise village hall	Clerk	Complete	21/10/2022
n/a	Check energy contracts and situation with current energy market	Clerk	Complete	24/10/2022
n/a	Arrange site visit for Village Warden and Anglian Water to investigate the water leak on School Lane	Clerk	Complete	25/10/2022

n/a	Chase forms sent to Barclays after receiving letter from them	Clerk	Complete	26/10/2022
n/a	Set up new Village Hall Caretaker on payroll system	Clerk	Complete	26/10/2022
22/72 (d)	Write a letter to the FUNraisers confirming the Parish Council will continue to financially support the production of the Village News until the end of the current financial year	Clerk	Complete	27/10/2022
n/a	Fix Broadband and router issues at the Village Hall	Clerk	Complete	30/10/2022
n/a	Update emergency details and regular hirer list at Village Hall	Clerk	Complete	31/10/2022

Training courses attended:

11 October – CiLCA Training

20 October – New Clerks Course

Meetings attended:

3 October – Parish Council Meeting

18 October – Neighbourhood Services & Cllr Laws on A134

18 October – Finance Committee Meeting

21 October – Caretaker